



Attendance and Punctuality Policy

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KEY INFORMATION

Reporting school absence line: 0207 536 5525/ press 0

Email: attendance@bow-school.org.uk

For further advice and support please contact a member of our attendance team on 0207 536 5525.

If your child is unable to come into school, please report the absence at your earliest convenience on the telephone number above. The parent/carer should phone the school absence line by 9am on each day that the child is absent and provide a valid reason for absence. After this time, the school will issue an automated text message enquiring into the student absence.

SECTION 1: Policy Introduction & Aims

The Bow School Attendance and Punctuality Policy aim to:

- support students and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all students have full and equal access to the best education that we can offer to increase learning;
- enable students to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets.

Bow School has worked hard with parents and students to ensure that we have had attendance above the national average for many years. We look forward to the continued support of our parents in maintaining our excellent record.

SECTION 2: Attendance Guidance & Legislation

School education plays an important role in young people living successful lives. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all young people have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Parents are responsible for ensuring that their children arrive at school and return home safely.

Missing out on lessons leaves young people vulnerable to falling behind. Those with poor attendance tend to make less progress in both primary and secondary school. The government expects schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence;
- ensure every student has access to the full-time education to which they are entitled;
- act early to address patterns of absence.

Parents are therefore expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. It is also expected that all students will be punctual to school and to their lessons.

At Bow School, we monitor student attendance closely and work with all our families to reduce nonattendance. The school will refer students to the Local Authority's Attendance and Welfare Service if attendance continues to be a concern and legal action may result in prosecution under Section 444(1)/Section 444(1)a of The Education Act 1996.

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](#)
- 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](#)

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

We expect that all students will:

- attend school every day;
- attend school punctually;
- attend appropriately prepared for the day;
- discuss with their tutor, Assistant Head of Hear (AHOY) or school reception any problems that may affect their school attendance.

We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities;
- ensure that their child arrives at school punctually and prepared for the school day;
- ensure that they contact the school on each day of absence or if known in advance, the dates when their child is unable to attend school;
- contact school promptly whenever any problem occurs that may keep their child away from school;
- notify the school of any home circumstances that might affect the behaviour and learning of their child;
- notify school immediately of any changes to contact details;
- attend meetings at the school as requested;

- provide medical evidence for absence as requested (this may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle);
- update with the school and key worker of extended absence, where their child has an IHP in place. Refer to the Medical Needs Policy for further guidance.

We expect that the school will:

- have an SLT lead and link
- provide a welcoming and safe learning environment;
- provide a sympathetic response to any child's or parent's concerns;
- keep regular and accurate records of morning and afternoon attendance and punctuality and monitor each child's attendance and punctuality;
- contact parents each day when a child fails to attend and where no message has been received to explain the absence;
- follow up all unexplained absences to obtain explanations from parents;
- encourage good attendance and punctuality through a system of reward and recognition;
- regularly inform parents of their child/children's attendance;
- make initial enquiries regarding students who are not attending regularly;
- monitor and support school attendance and punctuality through regular meetings of the attendance team;
- Provide regular attendance reports to tutors and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- refer irregular or unjustified patterns of attendance to the Attendance and Welfare Service. Failure by the family to comply with the planned support set by the Attendance and Welfare Service may result in further actions e.g.: parental contract or parental prosecution;
- refer for additional internal and/or external support that will assist good attendance, such a school counselling service or CAMHS, where appropriate.

We consider good attendance to be consistently 97% or above.

We consider exceptional attendance to be 100%.

SECTION 3: Monitoring Attendance & Interventions

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register 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

See appendix 1 for the DfE attendance codes

The Bow School Attendance Intervention Indicator (fig. 1) identifies when a student's attendance is becoming a concern, or is currently a concern. Where a student's attendance has been highlighted as a cause for concern, then parents will be working with the school attendance team to look for ways to improve attendance. All students' attendance should remain within the green percentage zone. An update of individual attendance can be obtained from the Attendance and Family Support Officer, AHYO or HOY. This will also be communicated in termly progress reports.

Bow School Attendance Intervention Indicator

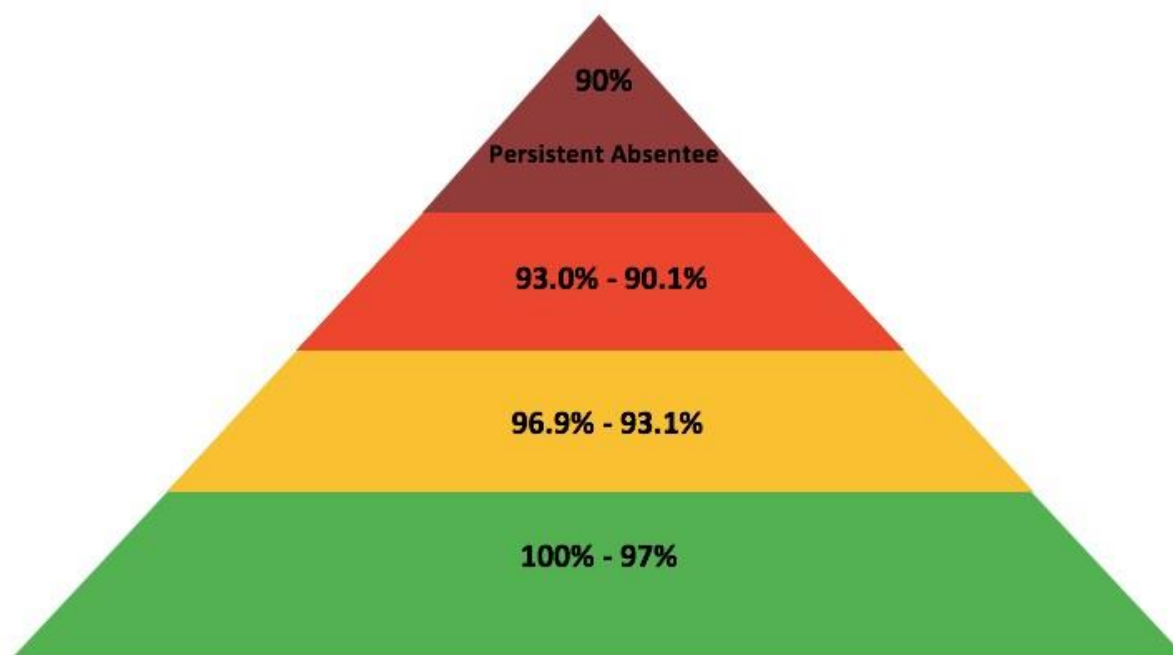


Fig. 1.

Where a student's attendance falls within a particular percentage bracket, the following actions and interventions may be applied. Interventions offered are not limited to those listed below. We will endeavour to support parents in the best way we can and interventions referenced in other percentage brackets may be offered.

Student attendance is currently between 97% - 100%	Student attendance is currently between 93.2% - 96.9%	Student attendance is currently between 90.1% - 93.1%	Student attendance is currently below 90%
House Rewards Attendance Assemblies Positive Report Cards Tutor/Student Discussion Attendance Displays Exceptional attendance certificates	Attendance support plans Attendance Letter 1 & 2 Parent Meetings	TAC EHA Notice to improve Multi-agency Referrals Panel Meetings Multi-agency Referrals Medical needs enquiry Fixed Penalty Notice	Parent Contract Social Inclusion Panel Fixed Penalty Notice Court RIG Alternative Provision

Bow school may employ additional strategies to those listed above including working with learning mentors, friendship groups, review of a student's timetable, early morning calls or assessing for additional learning support needs.

Support offered to families will be child centred and planned in discussion and agreement with both parents and students. Where parents fail, or refuse to engage with the support offered and further unauthorised absence occurs, Bow School may refer the matter to the Tower Hamlets Attendance and Welfare Service.

Where a student is identified at risk of becoming a Persistent Absentee (PA) then the school will complete an Early Help Assessment (formally CAF) with the student and their parents in order that concerns and support strategies can be identified and where appropriate inform the child's social worker, Youth offending service or health care worker.

If the concerns remain or if attendance falls below 90%, then the matter is referred to the Attendance and Welfare Service for further action and may be referred to the school nurse if persistent absence is as a result of ill health, and an Individual Health Care Plan agreed. Parents will work with school to provide medical evidence in support of repeated or continued absence due to illness. Where the child has a medical need and/or disability, and an IHP in place, please refer to Section 6.

Severely absent children are those whose attendance fall below 50%. The school will use attendance data to find patterns and trends of persistent and severe absence. We will hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school, provide access to wider support services to remove the barriers to attendance.

The school will refer students to the Attendance and Welfare Service if attendance continues to be a concern and legal action may result in prosecution under section 444(1) of the Education Act. See Section 7 for further information.

SECTION 4: Reporting Absence Procedure

If a student is unable to come in to school:

1. The parent/carer should phone the school reception by 8.15am on each day that the child is absent and provide a valid reason for absence.
2. Medical evidence to be provided where appropriate.

Where a parent/carer withdraws a child from school for reasons of holiday/travel, all documentation must be submitted to the school 2 weeks prior to the departure date. Such an absence cannot be authorised and parents may be prosecuted. Please contact the school Attendance Team for further information on the documentation that must be submitted.

We want to help; If your child is experiencing difficulty getting to school every day and on time please contact the school immediately.

SECTION 5: Authorising Absence Procedure

Students are expected to attend school 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; which is when the school has accepted the explanation offered as a satisfactory justification for the absence, or given approval in advance for such an absence.
- Unauthorised absence; which is when the school has not received a reason for absence or has not approved the student's absence from school after a parental request.

i. Authorisation

When a parent telephones the school with information that their child is unable to attend due to illness or other circumstances, this may not be automatically authorised. A child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant bodies may be requested. In all cases, if a reported absence is unauthorised parents will be told the reason why this is the case.

ii. Repeat absences

Keeping a child off school with minor ailments such as headache, sore throat or slight cold may not be authorised. A child's current and previous school attendance will be taken into consideration before a decision is made. Repeated absences will require us to request that the parent or carer obtain medical evidence from their doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Where a child is recognised as having a medical need **additional support plans may be agreed.(see section 6)**

iii. Appointments

We expect dentist, optician and doctor appointments to be arranged, as far as is possible, outside of school hours. When this is not possible, we expect a minimum amount of learning time to be lost for the appointment to be met. For example, where a student has an appointment in the morning, they would be expected to return to school in the afternoon, and similarly if the appointment was in the afternoon we would expect them to attend school in the morning. **Where an appointment falls in the middle of the day the student is expected to attend school before and after the appointment.**

A copy of the appointment letter must be brought in to school prior to the date of the appointment for it to be approved. The student will also need to have this with them on the day of the appointment for us to sign them in/out on time for them to reach their appointment.

iv. Requesting leave during school day

During school hours, the school staff are legally in loco parentis and therefore must know where the students are during the school day. Students are not allowed to leave the premises without prior permission from the school.

Whenever possible, parents should try to arrange medical and other appointments outside of school time.

- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Students must be signed out on leaving the school and be signed back in on their return at the school reception.
- Student's must to report to the school reception and be met by a parent/guardian before being allowed to leave the site.
- Where a student is being collected over break/lunch time, it is the responsibility of the parent to prearrange for them to meet them at reception at a specific time.

If a student leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the student as a missing person.

Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

Students who are late will receive a lunch detention on the day of lateness and will receive a B2 behaviour point as outlined in the behavior policy. If they do not attend their lunch detention they will receive a B3 60min failed detention on the same day. Any student who arrives after 10.30 is automatically awarded a 60 minute detention.

The parents of students who are regularly late, can be referred to the local authority for a fixed penalty notice.

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

Follow up on their absence with their parent/carer to ascertain the reason, by texting, calling or inviting the parent in for a meeting.

Ensure proper safeguarding action is taken where necessary

Identify whether the absence is approved or not

Identify the correct attendance code to use

Reporting to parents

Attendance will be reported to parents annually during the child's parents evening. However daily contact will continue as outlined above for short term attendance issues.

SECTION 6: Supporting Students with Medical needs

If a child cannot attend school for a short period of time, or a number of short periods of time, due to their medical condition the school will support their learning through the student's key worker, who will provide work for the child to complete at home, and such arrangements will be indicated in the

Individual Healthcare Plan (IHP). If a student's medical needs mean that they require longer periods of time away from school, or that their period of absence totals greater than fifteen days, a review of the IHP will be held to review support.

At this time the school, in agreement with medical professionals, the parents and the child, will implement the Tower Hamlets Policy for Ensuring a Good Education for Children who Cannot Attend School because of Health Needs (2015). The parents will be given a copy of the policy at the meeting and the contents of the policy will be explained in the context of the child's support needs.

Refer the Bow School Supporting Students at School with Medical Needs Policy for further information. In addition, the Bow School Equalities Policy offers further guidance on supporting students with a disability.

SECTION 7: Leave of Absence / Holidays During Term Time

The school holiday dates and examination periods are published a year in advance and leave of absence will not be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised. The Head teacher and Governors have determined that:

- Bow School will not authorise holidays for students during term time.
- Where leave of absence in term time is due to exceptional circumstances, the absence will not be authorised but consideration will be given as to whether or not the absence will be referred to The Behaviour and Attendance Support Service. This will be determined on an individual-by-individual basis.

Any unauthorised absence from school is a safeguarding issue and the school takes its duty to safeguard all our students very seriously. Where a parent feels that they need to withdraw their child during term time we ask them to contact us with the reasons why they need to remove their child from education and we will work with them to ensure that any disruption to their child's education is minimised.

Leave of Absence Exemptions

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- 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.

Where a parent/carer withdraws a child for reasons of holiday/travel, despite notice from the school that it will not be authorised, Bow School still requires all documentation to be submitted to the school

2 weeks prior to the departure date for the purposes of safeguarding. Please contact the Attendance Team for further information on the documentation required to be submitted.

Where a child has been absent from school for 21 days or more due an unauthorised absence and the Attendance and Behaviour Support Service have completed all safeguarding checks required, the child may be at risk of being removed from school roll. See Section 11 for further information.

SECTION 8: Fixed Penalty Notice

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Our relationships with the families of all our students are important to us and we will always work with families to reduce attendance and punctuality issues. Penalty Notices can be issued for several reasons including taking holidays during term time, if a student is stopped by a truancy patrol or if a parent/carer fails to ensure regular school attendance.

We understand, however, that we also need the support and advice of the Attendance and Welfare Service and may, where all other interventions have failed, use Fixed Penalty Notices to address poor attendance or persistent lateness. In all cases parents will be informed of the actions that the school intends to take.

The school will refer students to the Attendance and Welfare Service if attendance continues to be a concern and legal action may result in prosecution under section 444(1) of the Education Act.

A referral to the local authority will be made for the reasons of attendance and punctuality under the following threshold criteria and a formal warning of the possibility of a Penalty Notice may be issued to parents:

- 10 consecutive days of unauthorised absence;
 - 10 late marks to an AM and/or PM registration in a ten-week period;
 - Combination of 10 lates and or unauthorised sessions in a ten week period
-
- Where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification.

Penalty Notice fines are as follows:

- If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 22 and 28 days. The payment must be made directly to the local authority, if payment is not made each fine can increase, the local authority is then obliged to prosecute in the Magistrates Court for the original failure to ensure regular school attendance and possible criminal conviction. When a second penalty notice is imposed within a 3 year period, the fine is £160 per parent per child. A penalty notice is an alternative to a prosecution: it does not require a court appearance, but still aims to improve school attendance. Failure to pay may result in prosecution. Prosecution under section 444 of the Education Act 1996. Prosecution could result in a criminal record and fines up to £2500 and or 3months imprisonment. A range of other outcomes are also available such as parenting order or community sentences.

The Tower Hamlets Behaviour and Attendance Service has statutory responsibilities for school attendance, children missing education, child employment and performance and legal prosecution.

In the UK, education is compulsory for every child between the ages of 5-16 and they must remain in education or training until they are 18.

When a child's attendance does not improve despite support and intervention provided by the School, a referral may be made to the Tower Hamlets Behaviour and Attendance service for statutory action.

- Education Welfare can also instigate legal proceedings against parents under section 444 Education Act 1996 or apply to family proceeding court for an ESO to secure regular attendance.

In those specific circumstances related to;

- i. the taking of 10 sessions (5 days) or more of unauthorised leave/holidays in term time where it can be demonstrated that the parent/carer understood that permission had not/would not be given
- ii. where parents fail to ensure that their child is not in a public place during the first 5 days of exclusion from school without reasonable justification
- iii. 10 late sessions to school over a period of 10 weeks or a combination of unauthorised absence and lates totally to 10 sessions.

the student will be referred immediately to the Tower Hamlets Behaviour & Attendance Support Service for issue of the Penalty Notice.

The school and Tower Hamlets Behaviour & Attendance Support Service will be working closely together on this as it is essential that students attend regularly and punctually at school to obtain the full benefit of their education.

SECTION 9: Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to learning. It is paramount therefore that all students arrive at school on time. The school is supervised from 7.30am for those attending breakfast club and the main gates open at 8.00am.

By law, schools must take a morning (AM) and afternoon (PM) register and record the attendance or absence of every student. Electronic registers are taken during every lesson throughout the school day.

- AM registration; is recorded during registration period 8.30-8.50am. Registers close at 9am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- PM registration; is completed at the time of taking the Period 6 register. This is completed by the class teacher of the lesson by 1.55pm (Monday-Thursday) or 2.10pm (Friday).

i. Punctuality expectation and sanctions

- School starts at 8.30am and all students should be in by this time. The pips will sound at 8.30am to mark the start of the school day. Any student arriving after 8.40am will be marked late and the number of minutes late will be recorded. This will mean being registered by an attendance officer at the back gate by 9AM or reception after 9.00AM, (Early registration deleted)

ii. Monitoring punctuality

- The Pastoral and Attendance team will record and monitor instances of lateness, and discuss weekly at Year team meetings to identify possible reasons / patterns.
- Where lateness is a persistent problem we will work with parents, in conjunction with the Attendance and Welfare Service, to address any issues. See Section 8 for further information.

A student's attendance and punctuality is recorded on their Progress Report and will be passed on to future schools if a student transfers to another school.

We want to help - If your child is experiencing difficulty getting to school every day and on time please contact the school immediately.

SECTION 10: Sixth Form Attendance

Bow School takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for Post-16 students. All Post-16 courses are intensive and students cannot afford to miss valuable teaching and study time.

We encourage parents/carers to take an active interest in ensuring students attend school regularly and punctually. Parents will be informed termly of attendance and punctuality and will be made aware when a problem arises.

i. Attendance to School

As well as timetabled lessons students also have non-contact periods on their timetables for private study, homework, and social time and enrichment activities. Sixth Form students are expected to be on school site from 8.40am - 3.15pm. The exception to this is where they have no lessons timetabled in the afternoon and therefore may go home. Students are encouraged to use the Sixth Form silent study room during their non-contact periods.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least 97% attendance for the year.

Good attendance also plays an important part when applying to higher education establishments or employment, and contributes to the information presented on UCAS applications.

Students will have both AM/PM registrations recorded as well as the % no. of sessions attended.

ii. Leaving School Site

We recognise a key feature of Sixth Form is the development of student independence. Bow Sixth Formers will be given a student access pass which allows them to enter and leave through the main reception. It is however a legal requirement that we know who is in the school building at all times, and therefore it is imperative students sign in/out at reception if they do leave at any time. Failure to do this will not only impact upon safeguarding procedures but it may also impact upon student attendance.

iii. Reporting Absence

School should be contacted on the first day of absence (or where part of a day is to be missed) and should be made by 9.00am. This should be by telephone to the main school reception and be supported by a note signed by a parent or guardian upon return to school to give to the tutor. Failure to make school aware of an absence will be recorded as an unauthorised absence and will be followed up using school systems for unauthorised absence. Upon returning to school, students will be expected to collect and catch up on any work that was missed.

iv. Leave of Absence

It is understood that there are occasionally reasons for why Sixth Form students need to be absent from a lesson or registration. In such cases of known absence, you must seek permission from the Head of Sixth Form and notify your form/subject teacher at least 2 days in advance.

- a Holidays during term time will NOT be authorised.
- b Any request for leave of absence due to 'exceptional circumstances' must be made in writing to the Head teacher as early as possible before the requested dates.
- c Requests for leave for the purposes of higher education visits (i.e.: university visits) will be supported and authorised in principle. Permission should be sought from the Head of Sixth Form prior to the date. Where possible a weekend date should be chosen to minimise the loss of learning time.

SECTION 11: Children Missing from Education

This section should be read in conjunction with Bow School Safeguarding and Child Protection Policy and other relevant safeguarding related policies listed in Section 12.

Bow School attendance team work with the Tower Hamlets Behaviour and Attendance Support Service to ensure that all procedures and duties for the reporting of children missing education are in place and that no child is removed from our school roll without having complied with our duty as outlined in Keeping Children Safe in Education (2016).

Any unauthorised absence from school is a safeguarding issue and the school takes its duty to safeguard all our students very seriously. Where a student:

- is absent for a prolonged period;
- fails to return from a holiday;
- fails to return from a fixed term exclusion.

Bow School will follow the normal procedures for investigating student absence including telephone calls, letters, and invitations to meetings at the school and it is possible an unannounced home visit may be conducted by the attendance team. All students absent from school for a period of 10 days or more unauthorised, are notified to the Tower Hamlets Attendance and Behaviour Service.

Students missing from education for 21 days or more, with no explanation, will be reported to The Behaviour and Attendance Support Service by way of (CME) Child Missing Education Referral. The Behaviour and Attendance Support Service will continue to investigate on behalf of the school and will conduct a home visit and a number of background checks **including benefits checks and housing**.

If the student is not located The Behaviour and Attendance Support Service will inform the Missing Children Education (CME) service and add the child to the Local Authorities Children's Missing Register. This is an electronic database created solely for the purpose of actively tracking down children aged 18 and under who have gone missing from the borough, and once they have been found, making sure that they are referred on to the appropriate agencies. Missing children from other local authority areas are recorded and checked against the (CME) Children's Missing Register.

i. Students moving to another school or out of the UK

In the situation where a child will be moving to a new school or out of the UK, the following information is required prior to the departure date:

- date the student will be leaving the school and starting the next;
- the address of the new school;
- a new home address.
- copy of travel documents including tickets

The student's school records will then be sent to the new school. This includes any information held in regards to (CIN) Child in Need and The (CPR) Child Protection Register. Where the school has not been informed of the change of school or move out of country, Bow School will refer to the Tower Hamlets Behaviour and Attendance Support Service as the child will be recognised as having unexplained prolonged absence.

ii. Holidays during term time

Where a child does not return to school on the date originally submitted and no further explanation has been given, Bow School may refer to the Tower Hamlets Attendance and Behaviour Support

Service as a Child Missing from Education. Refer to Section 7 for more information regarding taking holidays during term time. iii. Removal from roll

Where a child has been reported as missing from education, the student will not be removed from school roll until;

- Attendance and Welfare Service has completed all reasonable steps to ascertain the student's whereabouts and safety and has confirmed that the student is registered at another school or is being home educated;
- Missing Children Education Service has notified the school as to the current situation of the student and the appropriate agencies has been engaged. This includes if a student has been relocated abroad with no forwarding address.

SECTION 12: Other policies

- Bow School Safeguarding and Child Protection Policy
- Part One: Keeping Children Safe in Education September 2024
- Bow School Supporting Students at School with Medical Needs Policy
- Bow School Equalities Policy
- Further information on the Tower Hamlets Attendance and Behaviour Support Service
- Further information on the Tower Hamlets School Admissions Process

Appendix 1: attendance codes

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

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution

E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.

U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
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GLOSSARY

AWA	Attendance and Welfare Advisor	MCE	Missing Children Education service
AFSO	Attendance and Family Support Officer	PA	Persistent Absence
CAF	Common Assessment Framework	SIP	Social Inclusion Panel
EHA	Early Help Assessment	STWM	Student Transition and Welfare Manager
ESO	Education Supervision Order	TAC	Team Around the Child Meeting
FPN	Fixed Penalty Notice	AHOY	Assistant Head of Year
IHP	Individual Healthcare Plan	HOY	Head of Year