

Paradigm Trust  
Attendance Policy and Procedures 2025  
September 2025

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<b>Date of review</b>	September 2025	<b>Date of next review</b>	September 2028
<b>Review Period</b>	Three Years	<b>Owner</b>	Director of Safeguarding and Attendance

## 1. Legislation and Guidance

1.1 This attendance and punctuality policy applies to all schools within Paradigm Trust. This policy meets the requirements of the [Working together to improve school attendance](#) August 2024, from the Department for Education (DfE), and refers to the DfE's statutory guidance on [School attendance parental responsibility measures - GOV.UK](#) . These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
  
- The Education (Pupil Registration) (England) Regulations 2024
  
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024

## **2. Principles**

2.1 Our core purpose: to ensure every one of our children receives an excellent education, empowering them to become confident, capable, and ambitious members of our society.

We wholeheartedly believe in the power of a supportive and inclusive community, where every pupil feels a strong sense of belonging. This is fundamental to achieving great things together.

Being here every day is how our children fully engage and thrive within the rich educational opportunities we provide. Every single day in school is an invaluable step on their journey to excellent progress and future success. We need to work as partners with children and families to make that happen for all.

2.2 Paradigm Trust has a responsibility for promoting excellent attendance; our parents, carers, pupils, staff and directors all play important roles.

2.3 Pupils who do not attend school regularly are much more likely to leave school with fewer or no qualifications, leaving them at a disadvantage to their peers who have secured good grades. They are also more likely to be vulnerable in general and susceptible to being drawn into crime and anti-social behaviour.

Parents/carers are responsible, by law, for ensuring that their children receive suitable full-time education.

### **3. Parents' and Carers' Responsibilities**

3.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (those with parental responsibility and those who have care of a child), supported and encouraged by the school. The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act states: 'If a child of compulsory school age who is a registered student at school fails to attend regularly at school, his parent is guilty of an offence.' **(NB Where the Education Act refers to "he", it also means "she".)**

3.2. If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent or carer to notify the school of the pupil's absence, and each subsequent day of any prolonged absence. Paradigm Trust's schools have in place a system of first-day calling. This means that parents/carers will be texted and telephoned daily when a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage the root cause of the absence, and if the school is able to provide any support or advice, but if this is not possible, information can be sent via text or email. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours. However, if these appointments are unavoidable, we would like to ask that parents/carers request when making any appointment that priority is given to late pm. Parents/carers will be expected to produce evidence, such as an appointment card, text alert or prescription receipt.

3.3 It should be noted that only the school can authorise absence, not the parent or carer. Staff need not accept a parental explanation for a child's absence. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. Where no satisfactory explanation is given, the absence will be treated as unauthorised. The principal is responsible for authorising absence. However, s/he may delegate this responsibility as s/he sees fit.

3.4 Parents/carers do not have the right to take their children out of school for a holiday during term time. All holidays will be regarded as unauthorised absence unless there are exceptional circumstances when, at the principal's discretion, the absence may be authorised. Parents/carers must request authorisation, at least three weeks in advance, using the school's Leave of Absence Request Form. The principal has a duty of care to ensure that the welfare needs of all the pupils registered at the school are met, as part of the Trust's safeguarding procedures and commitment to keeping our pupils safe. If a parent/carer removes a child from school without providing the school with up-to-date information on the child's whereabouts, this is likely to result in the school making a referral to the Local Authority.

#### **4. Partnership between parents/carers and the school**

4.1 The Trust regards attendance and punctuality to be the responsibility of the parent/carer; partnership between home and all members of the school community is key to achieving high levels of attendance and punctuality. Our expectations for attendance and punctuality is a Trust priority and is communicated to parents/carers in the following ways:

- each school newsletter carries regular items on attendance and/or punctuality;
- parents and carers are informed of any concerns the school has about their child/ren's attendance and provided with the Local Authority's Penalty Notice Scheme;
- attendance and punctuality is a regular agenda item for discussion during Directors' meetings; the Trust's Attendance Network Coordinator reports whole trust attendance annually.
- parents and carers are invited to attendance meetings to individually discuss the reasons for their child/ren's absence;
- parents and carers are visited at home to discuss the reasons for their child/ren's absence.

## **5. Pupil responsibilities**

5.1 Parents/carers are legally responsible for ensuring their children attend school on a regular and punctual basis. Pupils, particularly older pupils, also have a responsibility in this regard and Paradigm Trust school staff will communicate this to pupils on a regular basis, and encourage pupils to discuss any obstacles they may have to attendance or punctuality with an appropriate member of staff.

## **6. Schools' responsibilities and register maintenance**

6.1 All staff at the schools will provide an ethos that places a high value on regular attendance and punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

6.2 Registers will be recorded accurately and maintained electronically on each school's data management system. Guidelines are available for teaching and supply staff via the school office.

6.3 Staff responsible for attendance and admissions follow up unexplained and unauthorised absences by contacting parents/carers by telephone on the first day of absence. This first day contact sends a clear message to pupils and parents/carers that attendance is very important. Letters and messages received from parents/carers are recorded and retained within individual pupil folders.

6.4 School staff responsible for attendance also monitor and ensure that registers are completed correctly and accurately; the register is a legal requirement, and has to include all pupils on roll. Principals, school attendance officers and attendance leads will conduct a register scrutiny on a termly basis.

6.5 Attendance staff will contact parents/carers on the first day of pupil absence if no report of this non attendance has been received by the school. This is to ascertain the reason for the pupils' absence; all staff will respond to absenteeism firmly, consistently and with care.

6.6 Attendance staff will contact parents/carers when they are concerned about a pupil absence. If contact with parents/carers cannot be established, any alternative family and friends contacts provided to the school will be tried. The principal will be informed immediately of any concerns and will make a decision as to whether a home visit needs to be conducted.

6.7 All staff will promote regular school attendance, along with the acknowledgment of good or improved pupil attendance.

6.8 The Trust Attendance Network Group will meet regularly, to share good practice and review changes in government guidance; help and support for pupils with complex needs to access education through care plans and overcoming external barriers affecting attendance for pupils and families is a priority.

6.9 The Board of Directors is responsible for ensuring its functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of pupils on roll at the schools. Attendance monitoring, procedures and tracking are a key function of this. An annual attendance report is compiled and submitted to the Board's Education Committee.

6.10 All schools have a named attendance champion, who parents can contact regarding their child's attendance. These are as follows:

Ipswich Academy - Adam Wilding

Pipers Vale Academy - Kimberly Morton

Murrayfield Academy - Claire Willis

Woodbridge Road Academy - Carla Last

Solebay Academy - Thanjima Hussain

Old Ford Academy - Kevin Jones

Culloden Academy - Charlotte Baker

## **7. Trust attendance procedure**

7.1 The attendance register will be taken twice a day; once at the start of the first session, and once at the start of the second session. It will mark whether every pupil is:

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

(See appendix 1 for the DfE attendance codes)

7.2 Parents/Carers must notify the school on the first day of an unplanned absence and each subsequent day of absence by 9am. Absence reports to the schools can be completed by telephone, email or a letter. If parents/carers would prefer to come in to speak to someone, this can be arranged via the school office.

## Daily Procedures

- **At the close of AM registers attendance staff will commence first day calling to parents/carers for all non-reported pupil absences.**  
*(Individual start and end times for each school can be found on the schools own websites or in the addendum of this document.)*
- **The principal is immediately informed of any pupils whose whereabouts remains unknown, despite contact being made to all recorded individuals.**
- **The principal will decide whether a home visit needs to be conducted, to ascertain the wellbeing of the pupil.**

**N.B.** In cases where any pupil's whereabouts remain unknown to staff, and no communication or information has been received by the school, the principal will follow his/her school's local authority guidance in relation to school attendance procedures and safeguarding. [School attendance and penalty notices | Suffolk County Council](#). and [Tower Hamlets Attendance and welfare](#)

Paradigm Trust schools have a duty of care for all our pupils, and take the safeguarding of their welfare at all times very seriously.

## Weekly Procedures

- **Attendance staff monitor and analyse attendance data weekly to identify pupils whose attendance percentage has dropped from the previous week. This group of pupils is monitored closely, and their parents/carers may be invited to attend an attendance meeting, to discuss or implement any forms of preventative support that has been highlighted.**
- **Once a pupil's attendance has fallen below 4 sessions of unauthorised attendance, a first warning letter will be sent to parents/carers to inform them of the school's concerns in relation to their child/ren's attendance.**

- If attendance continues to drop, and reaches 6 unauthorised sessions, a second warning letter will be sent to parents/carers informing them that any further absences may result in further action.
- If a pupil's attendance reaches 10 unauthorised sessions, parents/carers will be liable for a fixed penalty notice as per the DFE guidance.
- In cases where pupils' attendance continues to fall despite intervention being received, the principal may as a last resort take steps to make a referral to the local authority's educational welfare service for prosecution against parents/carers to be considered.

**N.B.** A request for a fixed penalty notice to be issued by the local authority can be submitted by the school prior to a parent/carer being invited to attend an attendance meeting; this can occur in cases where a pupils' absence is generated in one block period (unauthorised holiday/unplanned absence), preventing an opportunity for a discussion to have taken place.

Parents/carers are asked to provide any supporting evidence they have in relation to their child/ren's absence to the school office as soon as possible.



## **Strategies for promoting attendance**

School staff will promote the importance of pupil attendance through:

- Termly assemblies
- Class discussions
- School council meetings
- Parents/carers attendance meetings
- Newsletters
- Pupil consultations
- Incentives/rewards for good attendance
- Early communication with parents/carers re attendance issues

School staff will provide early intervention and support by:

- Regular analysis of attendance registers, to highlight pupils of concern and offer support
- Completion of home visits
- Providing therapeutic support to pupils
- Where possible, ensuring pupils' medical/additional care needs are met without causing disruption to learning.
- In cases of hardship, providing reasonable support to meet the cost of uniforms or similar
- Travel costs (in exceptional circumstances)

## 8. Term time holidays

8.1 Paradigm Trust considers every application on its own merit, but our policy is not to grant leave for absence during term time, unless they are considered to be 'exceptional circumstances'. This is in line with the DFE guidance. A leave of absence is granted entirely at the principal's discretion.

All applications **must be** made using the school's *Leave of Absence Request Form* which needs to be submitted to the school office (where possible) three weeks prior to the intended holiday. Decisions will be made by the principal and

communicated to the parent by letter, email or text. You will be informed if a Fixed Penalty Notice may be triggered.

## 9. Legal sanctions

9.1 Paradigm Trust Schools follow the prevailing DfE guidance at all times, this means that parents can receive fines for the unauthorised absence of their child from school, where the child is of compulsory school age. You may receive a 'warning letter to improve' at 6 sessions of unauthorised absence, unless a holiday has been taken and the letter is not timely.

However, under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

9.2 The decision on whether or not to issue a penalty notice ultimately rests with the principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a fixed term excluded pupil is found in a public place during school hours without a justifiable reason.

**Tower Hamlets link for referral form:**

[https://towerhamlets-self.achieveservice.com/service/BASS\\_Attendance\\_referral](https://towerhamlets-self.achieveservice.com/service/BASS_Attendance_referral)

**Suffolk link:**

<https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare>

9.3 If unsatisfactory attendance persists, parents/carers may be invited to a formal meeting with the Education Welfare Officer. The Education Welfare Officer is investigating unauthorised absences therefore may caution you under Section 25 Police and Criminal Evidence Act 1984. Failure to attend the meeting, or improve your child's attendance, may result in the local authority prosecuting for non attendance under the Education Act 1996 section 444.

## **10. Trust attendance improvement agreement**

10.1 If a pupil accumulates a number of absences, we invite parents/carers to a meeting to work together on improving attendance. The Principal will consider using a Trust Attendance Agreement to help us

understand and resolve any barriers preventing your child from being in school.

## Appendix 1: Attendance Codes & Sub Codes

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

*Nursery / Non Statutory age pupils - X code should only be used for non-compulsory school age pupils when they are not expected/required to attend, in essence for differences in timetables. Any absence when they are expected/required to attend should be recorded using the absence codes that are used for all children.*

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival before the register is closed	The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival.

B	Attending any other approved educational activity	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.
D	Dual registered	The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.
J1	Interview	Leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

W	Work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.
K	Attending provision organised by LA.	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site).

Code	Definition	Scenario
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<b>Authorised absence</b>		
C	Leave of absence for exceptional circumstance	All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Absent with leave for the purpose of participating in a regulated performance.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

E	Suspended or permanently excluded and no alternative provision made.	<p>The pupil is suspended from school or permanently excluded from school, but their name is still remains on the admission register, and no alternative provision has been made for the pupil to continue their education.</p> <p>Once upheld, the pupils name will be removed from the admissions register.</p>
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.

R	Religious observance	<p>Pupil is taking part in a day of religious observance</p> <p>If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.</p>
S	Leave of absence for the purpose of studying for a public examination	<p>leave of absence, under regulation 11(5), for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).</p>
T	<p>Gypsy, Roma and Traveller absence.</p> <p>Parent travelling for occupational purposes</p>	<p>Pupil from a Traveller community is travelling, as agreed with the school.</p> <p>The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p>

<b>Unauthorised absence</b>		
G	Holiday not granted by the school	<p>Pupil is on a holiday that was not approved by the school</p> <p>A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.</p>
N	Reason for absence not yet established	<p>Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>

O	Absent in other or unknown circumstances	School is not satisfied with reason for pupil's absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel

		caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul>
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published</li> </ul>

		by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	<p>An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.</p> <p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p>
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned school closure	Whole school closures that are known and planned in advance such as:

		<ul style="list-style-type: none"> <li>• days between terms;</li> <li>• half terms;</li> <li>• occasional days (for example, bank holidays);</li> <li>• weekends (where it is required by the management information system);</li> <li>• up to 5 non-educational days; and</li> <li>• use of the whole school as a polling station.</li> </ul>
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## Appendix 2: Children Missing Education (information for Parents/Carers)

### 2.1 Legislation and Guidance

This child missing education protocol applies to all schools within Paradigm Trust and meets the requirements of the [Working together to improve school attendance - GOV.UK](#) and [Children Missing Education Guidance](#) from the Department for Education (DfE). The proposed protocol has been drawn from the following legislation setting out the legal powers and duties that govern school attendance and pupil admissions:

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016
- The Education (Pupil Registration) (England) Regulations 2024
- CME guidance updates Sept 2025

### 2.2 Identification

Pupils who are missing from education fall into two groups:

- Those whose whereabouts are known to the school, but for whatever reason fail to attend school for 10 school days. Pupils within this group will be managed under the Trust's attendance procedures, as well as a referral to the Educational Welfare Officer.
- Pupils whose whereabouts or circumstances become unknown to the school; pupils who have disappeared, moved out of the local area and failed to provide the school with the details of the new school, and or, have not yet applied for and secured a new school place. Whilst the Trust attendance procedures will still apply to this group of pupils, this will be carried out in conjunction with a referral to the Local Authority in which the school resides Child Missing Education Officer.

Immediate notification to social care allocated key workers must be made for all pupils who are open to active intervention; pupils that have been identified as being at risk/or on the edge of intervention should be referred to the Local Authority safeguarding teams.

2.3 It is a statutory requirement that all schools notify their local authority when a pupil is added or removed from the school admissions and/or attendance register outside of standard times. i.e. when the removal takes place outside of the normal transition points. All pupils that are identified as being 'missing' must be highlighted to the principal immediately and authorisation must be obtained prior to any roll removal. At Paradigm Trust schools, in the absence of the principal only the chief executive officer and director of safeguarding and attendance can provide authorisation for pupil roll removals and deletions.

2.4 The process for referring pupils to the Local Authority CME Officer is different in Suffolk and Tower Hamlet local authorities; however, the information that is required from the school remains the same. It is important that all steps are taken

to include the necessary information within the referral. This will allow the local authority to prioritise and respond appropriately. The process to refer pupils in Suffolk and Tower Hamlets can be found below:

### **Suffolk**

#### [Children Missing Education - Suffolk](#)

Suffolk County Council, Children Missing Education Team, Suffolk County Council  
Endeavour House, 8 Russell Road, Ipswich, IP1 2BX, 01473 265224

### **Tower Hamlets**

#### [Children Missing Education - Tower Hamlets](#)

Missing Children Register, Tower Hamlets Education Safeguarding Service  
4th Floor Mulberry Place, 5 Clove Crescent, London, E14 2BG  
020 7364 3426

2.5 Each referral form requires the information recorded in the bullet points below; as previously stated it is vital that where possible the school has taken all reasonable steps to locate the pupil by completing the Trust attendance procedures, and collating all of the necessary details required to refer to the CME Officer; all safeguarding information held in relation to the pupil or family setting known to the school must be included on the referral.

- Pupil name & DoB, parent/carers details, address and contact details
- Start date & last day of attendance
- Steps taken by school to locate the pupil
- Details of any social care involvement, along with details of home/community risks

- whether the pupil has an EHCP
- Looked After Children/Children in Care/Previously Looked After Children
- Privately fostered child
- Domestic violence
- Forced marriage

2.6 A copy of all referrals that are made to the Local Authority CME Officer must be retained by each school and a hard copy filed in the pupil admission folder. Where referrals are being made via local authority portals, a screenshot of the completed referral form needs to be captured and printed; email receipt confirmation should be printed and filed along with a copy of the submitted referral.

**2.7. Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended. Pupils will only be removed from roll if the grounds detailed in regulation 9.1 ( Compulsory school age) or regulation 9.3 ( non compulsory) are met.**

2.8 When a pupil is removed from a schools admissions register a reason for the removal has to be entered prior to the request being submitted.

### **Appendix 3: Elective Home Education (information for Parents/Carers)**

#### **3. Legislation**

Parents/Carers have a legal right to educate their child at home. In accordance with Section 7, Education Act 1996, they must provide an efficient full-time

education suitable to: the child's age, ability and aptitude. any special educational needs the child may have.

### **3.1 What is Elective Home Education?**

*Elective home education is a term used to describe a choice by parents to provide education for their children at home - or at home and in some other way which they choose - instead of sending them to school full-time.*

#### *Elective Home Education - DfE 2019*

At Paradigm Trust we believe that all children should have the opportunity to receive a good education and work closely with our parents/carers to ensure that any barriers being experienced by our pupils when accessing their education are removed and overcome; we pride ourselves on our inclusive approach to education and learning, which is reflected in our open door policy, and how we engage with our pupils, parents and carers. Despite this we understand that parents/carers have the right to make the decision to provide your child with a home education.

3.2 Providing home education on a full-time basis is a big decision, one that we feel should not be taken lightly. While we cannot advise or provide any assistance to you when making this decision, we invite all parents/carers to meet with the school principal prior to this, in order to discuss any concerns or issues

you or your child/ren are experiencing that may be a contributing factor at this time. Please contact the school office and request a meeting with the principal.

### **3.3 What education will I have to provide to my child at home, and will the school help me with this?**

Section 7 of the 1996 Education Act requires parents to provide an efficient, full time education suitable to the age, ability and aptitude of the child and any special educational needs which the child may have.

Once the school has received written notification from a parent/carer to remove a pupil from the school register, a referral along with the parent notification that has been made to the school is submitted to the Local Authority Elective Home Education department. The school no longer has a legal obligation to provide education to the pupil.

Further information on this for both Suffolk and Tower Hamlets Local Authorities can be found below.

**Suffolk** [Elective Home Education \(EHE\): educating your child at home | Suffolk County Council](#)

Suffolk County Council, Children Missing Education Team, Suffolk County Council

Endeavour House, 8 Russell Road, Ipswich, IP1 2BX, 01473 265224

**Tower Hamlets** [Home schooling](#)

Tower Hamlets Education Safeguarding Service, 4th Floor Mulberry Place, 5 Clove Crescent

London, E14 2BG, 020 7364 3426.

3.4 A copy of all pupil elective home education notifications that are made to the Local Authority EHE team must be retained by each school and a hard copy filed in the pupil's admission folder. Where referrals are being made via local authority portals, a screenshot of the completed referral form needs to be captured and printed; email receipt confirmation should be printed and filed along with a copy of the submitted referral.

## **Appendix 4: Alternative Provisions (information for Parents/Carers)**

### **4.1 What is Alternative Provision**

*'education arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; education arranged by schools for pupils on a suspensions; and pupils being directed by schools to off-site provision to improve their behaviour.'*

*'Alternative Provisions - DfE Jan 2013'*

As part of our inclusive approach to supporting pupils, Paradigm Trust schools work closely with both Suffolk and Tower Hamlets local authorities when assessing alternative approaches to education and learning. We recognise that from time to time some pupils will require a different approach to be able to engage effectively with their education. In these circumstances an alternative provision placement maybe discussed with parents/carers to decide on the best course of action.

An alternative provision placement takes place away from the school setting for a set period of time; the timeframe for this intervention varies between each

alternative provider, along with the therapeutic input that will be received by the pupil. Once the provision has ended, the pupil returns to his/her school.

#### **4.2 Will I have to re-apply for a school place for my child?**

No, when pupils attend an alternative provision they remain the responsibility of their school and become a dual registered pupil. This means that the responsibility for the pupil's education and welfare needs is shared with the alternative provision provider; an agreement is formulated between the school and the AP provider which outlines each setting's responsibilities, and how both settings will work together.

#### **4.3 How will the school know if the alternative provision is supporting my child?**

Our pupil's safeguarding and welfare is paramount at Paradigm Trust schools, and this continues in our approach to the commissioning of off site alternative provision providers. As part of this process we will ensure the following actions are completed prior to the placement commencing:

- Schools are provided with assurance by the AP setting that all safer recruitment checks have been completed and are up to date for all staff working in the setting. These include: DBS checks, references, proof of ID and safeguarding training.
- A service level agreement is compiled that details how both settings will work together and the intervention/therapeutic support that will be undertaken.
- Arrangements will be made for the parents/carers and the pupil to visit the AP site in order to meet staff and learn more about the provision.

Once the placement has commenced:

- Daily attendance checks are completed between the settings.
- Fortnightly pupil visits are completed to the alternative provision setting by a representative of the school to observe the pupil engaging in the provision.
- Fortnightly progress meetings attended by the pupil, school, parents/carers and the staff from the AP setting will allow frequent opportunities to revise/review any areas of intervention that is not working, as well as celebrate positives that have been achieved.

## **Appendix 5: Part Time Timetables (Information for Parents/Carers)**

### **5.1 Legislation and Guidance**

This part-time timetables process applies to all schools within Paradigm Trust and meets the requirements of the [Working together to improve school attendance \(applies from 19 August 2024\)](#) from the Department for Education (DfE). This document is drawn from the following legislation setting out the legal powers and duties that govern school attendance and pupil admissions:

- The Education Act 1996
- The Education 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011

- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Section 157 and 175 of the Education Act 2007
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- Education (Pupil Registration) (England) Regulations 2024

## **5.2 Identification**

All pupils, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. In some individual cases, there may be a need for a part-time timetable to be offered or introduced for a short period of time. This can be for a number of reasons, which should be communicated in detail with the parents/carers.

The part-time timetable is required to detail the responsibilities of all parties (e.g. parents/carers, staff, professionals from Local Authority Health & Inclusion professionals) involved with care of the pupil, with clear objectives of how the pupil will progress to attending full-time.

5.3 Section 157 and 175 of the Education Act 2007 places a duty on Local Authorities and schools to exercise their functions with a view to safeguarding and promoting the welfare of children. All schools must have regard and consideration for the safeguarding issues and the impact this might have on a child when considering a reduced timetable. The Local Authority must be

notified of all part-time timetable education arrangements, as part of their monitoring procedures for Children Missing in Education.

## **5. Process**

Following the identification of the need for a part-time timetable, the principal (and SENCo where pupils have SEND) should complete the following checklist for the pupil:

- undertake a risk assessment, this should include internal and external risks that currently present to the pupil. Where safeguarding concerns are identified, refer to the Trust safeguarding procedures.
- identify and plan areas of support/staff that will be required to provide the reduced provision, including any specialist advice or training which will need to be undertaken.

5.5 Approval for the introduction of a part-time timetable for any pupil on roll must be sought from the CEO and Director of Safeguarding and Attendance. Once agreed and following receipt of the completed form, authorisation via email of the arrangement will ratify the process.

5.6 A part-time timetable must not be treated as a long-term solution. Any agreement must have a time limit by which point the pupil is expected to attend full-time, and if required, evidence of parallel planning to secure an alternative provision placement.

5.7 A part time timetable arrangement must be formally recorded and signed off by parents/carers and the principal. Review meetings must be held fortnightly and the timetable recording processes repeated at each stage. Management recording of all communications and timetable arrangements are to be recorded on the Trust's Safeguard Software platform.

5.8 A copy of each part time timetable arrangement (including the review meetings) must be forwarded to the named Attendance and Welfare Officer for your academy. These reviews are submitted to the local authority education attendance welfare team.

5.9 It is important that all parties are able to communicate with full transparency, and all information regarding the pupil's progress, whether negative or positive, is captured during the review meetings. This will ensure that all strategies and resources at the disposal of the individuals supporting, can be applied to the pupils support plan. if the parent/carer refuses the offer of a part time timetable then the pupil is expected to attend full time (unless in exceptional circumstances a risk assessment has been completed which indicates that full time attendance is not appropriate - in which case specific, written agreement must be sought in advance from the CEO and Director of Safeguarding and Attendance)

## **6. Meetings**

6.1 When arranging the initial meeting, the principal, assistant principal or SENCo must discuss with the parents/carers the current barriers to the pupil being able to attend school full-time, along with what provision of education can be provided at this stage on a reduced timetable.

The meeting agenda should include:

- why a part time timetable is being suggested/introduced
- what actions need to be completed in order for full-time attendance to be achieved
- any safeguarding or welfare issues that may cause further risk to the pupil if a part time timetable was implemented, and how this will be addressed
- parents/carers comments and views

- consideration of additional intervention via external referrals or alternative provisions placements, which will provide additional off site education to pupils during their reduced timetable.

6.2 Any actions that need to be taken via external referrals, or commissioned services should be fully investigated and initiated promptly to avoid delay in assessments taking place. This will be detailed as part of the actions being implemented by pupils, parents/carers, school and external agencies in order to achieve full-time reintegration.

6.3 All parties will then need to agree to a reduced timetable, stating days and times the pupil will be on site; for the sessions that the pupil is not in school, the register should be coded with a C2.

*Example*

### **Agreed Programme for Part-time Timetable**

**Pupil Name:** .....                      **DOB:** .....                      **Year:** .....

**Academy:**

**Start date of timetable:** .....

**Review date and time:** .....

#### **Reason for a part-time timetable**

*Barriers to the pupil attending full-time to be recorded here.*

**Review meeting update- if applicable:**

- *Include teacher updates*
- *social interventions*
- *any external agency referral actions/outcomes*

**Process to achieve full-time re-integration**

**Action Plan**

- Referral to the Inclusion Panel for emergency assessment for alternative provision - **to be completed by the SENCO within 1 week.**
- Parents to attend a parenting course, to establish and maintain positive behaviours within the home - **to be completed by the Family Support Practitioner/Pastoral Support Lead/Learning Mentor.**
- ASD referral to be completed by community paediatrics - **to be completed by the school nurse within 1 week & parents to complete health history questionnaire within 3 days.**

**Parent Views/Comments:**

Mrs S is happy to proceed with the PT timetable, but is concerned about the impact it may have on his ability to socialise with his peers. PSHE resources have been provided to be completed at home, long with core subject work to support this.

**Agreed Programme:**

Dates	Monday	Tuesday	Wednesday	Thursday	Friday
00/00/0000	8:45 - 12	8:45 - 12	8:45 - 12	8:45 - 12	8:45 - 12
00/00/0000	8:45 - 1:15	8:45 - 1:15	8:45 - 1:15	8:45 - 1:15	8:45 - 1:15

**Date:**.....

I understand that by signing this form I am agreeing to my child being out of school for an structured period. I also agree to take responsibility for my child's safety and wellbeing during the hours highlighted above when my child is not required to be in school. If at any time during the duration of the agreement I feel that I am unable to continue to support my child at home, I agree to contact the school as soon as possible to arrange for the review meeting to be brought forward.

**Agreed by:** \_\_\_\_\_ **Principal**

\_\_\_\_\_ **Parent/Carer**

\_\_\_\_\_ **Date submitted to the Local Authority**

**Addendum**

<b><u>School</u></b>	<b><u>Timing of the day</u></b>	<b><u>Relevant attendance staff</u></b>
Pipers Vale Primary Academy	<p>Arrival 8.30am-8.40am: Perkins Way gate will be open (all pupils should be in class by 08.40am). 3.15pm.</p> <p>School ends for all pupils Reception-Y6 at 15:15.</p> <p>(SEU provisions and nursery have different arrangements).</p>	<p>Attendance champion &amp; Principal - Kimberly Morton</p> <p>Learning Mentor - Tom McVay - contact via school office</p> <p>School office - 01473 320413 or info@pipersvale.org.uk</p>
Woodbridge Road Academy	<p>Arrival 8.45 – 9.00am</p> <p>End of school day 3.20pm</p>	<p>Attendance Champion &amp; Assistant principal - Carla Last</p> <p>School office - 01473 353440 or info@woodbridgeroadacademy.org</p>
Murrayfield Primary Academy	<p>Arrival 8.40-8.50am</p>	<p>Attendance champion &amp; Principal - Claire Willis</p>

	End of school day 3.15pm	School office - 01473 728564
Ipswich Academy	8.40am - 3pm Mon, Tues, Thurs, Fri  8.40am - 4pm Wed  *Students should arrive on site by 8.37am	Attendance champion & Principal - Adam Wilding  Attendance Learning Mentor - Molly Dawson  School office - 01473 550040 or info@ipswichacademy.org.uk
Old Ford Primary Academy	Start at 8.55am and school finishes at 3.30pm. Registration is from 8.55am – 9.05am.	Attendance champion & Principal - Kevin Jones  Home School Support Worker - Shabina Khatun  School office - 020 8980 1503 or info@oldfordacademy.org
Solebay Primary Academy	Pupils must be lined up in Mile End Park by 8:45am.  They will leave the Academy at 3:30pm and will return to Mile End Park shortly after this to be collected.	Attendance Champion & Principal - Janet McKenzie  Learning Mentor - Thanjima Hussain  School office - 020 8980 2414 or info@solebayacademy.org
Culloden Primary Academy	We start at 8.55am and school finishes at 3.30pm. Registration is from 8.55am – 9.05am.	Attendance Champion & Principal - Tahreena Ward  Attendance Lead & Assistant

		Principal - Charlotte Baker School office - 020 7364 1010 or info@cullodenacademy.org
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