



# Carshalton Boys Sports College

<b>Attendance</b>	
<b>Policy number</b>	064
<b>Committee</b>	Students
<b>Last Reviewed</b>	September 2024
<b>Review Date</b>	July 2026

*'Safeguarding the rights of others is the most noble and beautiful end of a human being.'* Khalil Gibran

**WE BELIEVE**  
**KNOWLEDGE IS POWER**  
**BLACK LIVES MATTER**  
**LOVE IS LOVE**  
**FEMINISM IS FOR EVERYONE**  
**NO HUMAN BEING IS ILLEGAL**  
**BE GENTLE WITH THE EARTH**  
**BE THE BEST VERSION OF YOURSELF**  
**BE REALLY KIND**



## **Vision Statement**

Carshalton Boys is a school community based upon positive relationships and a culture of kindness and mutual respect. Staff recognise their role in promoting our WE BELIEVE principles and are united in optimism and a belief in our young people. Looking after our students, on the journey from childhood to young adulthood, is a privilege and a responsibility that we take seriously.

What unites our Carshalton Boys family is a drive to look after our most vulnerable members. We do this proactively by ensuring staff are accessible to students and parents and that students have the opportunity to anonymously report unkindness, abuse or any welfare concerns.

WE BELIEVE knowledge is power, black lives matter, love is love, feminism is for everyone and that no human being is illegal. WE BELIEVE in being gentle with The Earth and that we all have a part to play in protecting our planet. At Carshalton Boys we are proud to have an ethos rooted in our WE BELIEVE principles which promote inclusivity, kindness and aspiration. We encourage all our students to be the best version of themselves. We want students to feel proud of their achievements at school and their contribution to our whole school community. We believe in being really kind to each other so that every member of our school community feels safe and confident and is able to work and learn in a calm and inclusive environment.

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## **Purpose**

All pupils at Carshalton Boys Sports College have the right to learn in a calm, safe, and supportive environment which protects them from harm and disruption to learning. Carshalton Boys is a place where all members of the community are expected to behave with consistently high levels of respect for others, commonalities are identified and celebrated, difference is valued and nurtured, and bullying, harassment and violence are never tolerated. This is exemplified through our 'We Believe' principles which permeate through all aspects of the school:

We Believe:

- Knowledge is Power
- Black Lives Matter
- Love is Love
- Feminism is for Everyone
- No Human Being is Illegal
- Be Gentle with the Earth
- Be the Best Version of Yourself
- Be Really Kind

This policy outlines key systems, processes and social norms that apply to the Carshalton Boys Sports College community that the school will use to meet its attendance target of 96%.

It is reviewed annually by senior staff and trustees, and shared with all parents and students at the start of each academic year and on our school website Carshalton Boys Sports College - Home

## **Intent**

Excellent attendance at school is vital for students to achieve their full educational potential. Students with good attendance records benefit in the following ways:

- Continuity of learning makes progress and retention easier
- Improved performance in coursework tasks
- Enhanced performance in examinations
- Continuity of relationships and friendships
- Good references for further education or employment
- Good habits are formed for later life
- Good attendance works in conjunction with our Good behaviour Policy

Since the COVID-19 Pandemic, attendance rates nationally have decreased therefore it is essential that school staff, students and parents/carers build an effective relationship to promote excellent attendance.

At Carshalton Boys Sports College, we record, monitor and improve attendance in the following ways:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every student has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Providing clear guidelines for students, parents/carers, staff and governors.
- To keep accurate and up to date records of attendance and punctuality

## **Procedure for Managing Student Attendance and Punctuality**

### **What is good attendance ?**

We expect all students to aim for 100% attendance and punctuality. We define good attendance as consistently above 96%:

- 100% Excellent attendance
- 98% Very good attendance
- 96% Good attendance
- 95% - 90% Cause for concern
- 89% - 80% Serious cause for concern
- Below 79% Unacceptable attendance

Attendance of below 90% is serious cause for concern. An attendance of 90% means that the equivalent of one day every fortnight is being missed due to persistent absence.

An attendance of 80% means that a full year's education would be lost between Years 7 and 11. Analysis of examination results indicates a significant difference between students with attendance records falling below 90% and those who have attendance of above 90%.

Severe absence is when a young person misses more than 50% of school and 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.

Any young person who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Electronic registration**

Carshalton Boys Sports College uses Bromcom to record attendance this enables the school to:

- Record statutory attendance
- Monitor individual lesson attendance
- Track post-registration truancy
- Record and monitor lateness
- Identify, analyse and report absence and punctuality
- Communication with students and parents regards attendance

### **Absence**

School comms messages will be sent to parents/carers directly if a student is absent for registration. This will ensure that the reason for the absence is known as soon as possible and we will alert parents/ carers if a student is not in school when they should be. Post-registration absence can also be detected and reported to parents

- Unknown First day absence parents may also receive a phone call as well as the school comms message
- We believe regular contact with home regarding absence is important. We will maintain regular contact during a student absence.

## **Expectations of Students, Parents/Carers and staff**

### **Students**

In order to benefit from all opportunities and experiences within the school, students should:

- attend daily
- arrive on time (no later than 8.20am)
- follow signing in and out procedures (Reception area)
- forward written explanation of absenteeism to Attendance Officer
- attend all assemblies and lessons punctually

### **Parent(s)/Carer(s)**

Parents have a legal responsibility to ensure that their son(s) /daughter(s) attend school daily and on time. This is also part of the Home-School Agreement which parents are required to sign before students are admitted to the school.

Parents are required to contact the School Attendance Officer before 9am **[020 8714 3100]** (press 1 for absence line) or [absence@carshaltonboys.org](mailto:absence@carshaltonboys.org) on each day of absence. When the student returns to school an absence note must be provided.

Where an absence is known in advance, for example, a dental appointment, parents should inform the school in writing. Parents are requested to keep these to a minimum and should be made wherever possible outside school hours.

Only the school can authorise an absence. An explanation given by a parent is not, necessarily, sufficient for the school to authorise an absence.

According to guidelines to schools from the Department for Education, an authorised absence could be due to:

- Student illness
- Religious observance where applicable
- Medical appointment (please note where possible these should be made outside of school hours, parents must provide medical evidence for appointments and we will monitor closely any patterns of medical appointments and may decide not to authorise absences where no medical evidence has been provided).

Absences which the school is not able to authorise include:

- Looking after a relative, pet etc
- A shopping trip, even if this is for uniform
- Day trips
- Lateness after the register has closed, that is after 9.15am
- Being unable to participate in a school activity e.g. games or a school trip
- Remaining at home to wait for deliveries, repair's etc
- Holidays

Family holidays should never be taken during school terms. From September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 come into force, which make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Therefore, family holidays may only be taken during school holidays. Where there are extenuating circumstances, parents should complete a Leave of Absence request form from the school. See Appendix B - Leave of Absence Form.

For a student who is absent for a prolonged period of time due to medical reasons then parents must provide medical evidence to the school from a professional stating their child is not medically fit to attend school and the timescale.. The school does not have the responsibility to contact medical professionals.

### **Form Tutor**

Records students' attendance and forwards attendance related correspondence to the Attendance Officer. Initially monitors students placed on Attendance & Punctuality report. Form tutors may make first day absence calls and contact home during periods of sickness to enquire when students will be returning to school and to ensure a prompt return to lessons after illness.

### **Attendance Office**

Electronically records, identifies and analyses attendance data, for example, % attendance, punctuality, unexplained absence, truancy, patterns of absence for a range of stakeholders. To oversee truancy calls and monitor lesson attendance and keep Class Charts up to date. To monitor students sent to BiP, AP and amend registers where appropriate. Attendance officers will undertake home visits, lead attendance panel meetings, prepare penalty fine notifications, correspond with parents/carers, organise attendance displays and meet fortnightly with the pastoral teams.

### **Head of Year**

Heads of Year will have overall responsibility for the attendance of their year group which includes analysing attendance data, meeting fortnightly with the Deputy Principal and external provider to ensure all parties are informed on the latest patterns of attendance and subsequent actions. Leading on attendance panels and meetings with parents where concerns have been raised. To develop and monitor attendance contracts with parents and students. Having overall responsibility for those students on attendance/punctuality report. Monitoring Pupil Premium attendance and punctuality. Heads of Year will also monitor the rate and number of suspensions throughout the year.

### **Pastoral Support Officer**

The Pastoral Support Officer will provide 1 to 1 support for students who have been identified as attendance concerns as directed by the Head of Year. They will provide support for EBSA students. They will update the Head of Year and Assistant Head of Year through regular meetings on the progress of the students they are working with.

### **External Provider - Team Educational Welfare Service (EWS)**

To provide support for the Attendance Officer, to hold meetings with parents who have been identified as a serious cause for concern. To conduct home visits and prepare paperwork for penalty fines.

To develop parenting contracts in conjunction with the Deputy Principal & Head of Year. Implement fast tracking where there is evidence that absences are parentally condoned. Work together with the school to maintain a comprehensive attendance policy that successfully challenges poor attendance and rewards improvement. Attend court and give evidence in support of prosecutions where required

Meet regularly with the School lead on attendance to continue development of good practice. Provide all relevant administrative, logistical and support services to ensure both continuity and seamless delivery of its service. Provide termly reports on the impact of the service

### **Encouraging Good Attendance**

We consider excellent attendance to be of such importance that we place a great deal of emphasis on it and put considerable resources into promoting it: [Appendix A - Attendance Support Pathway]



### ***Stage 1 - Prevention (encouraging good attendance):***

- Positive curriculum to meet student needs & We Believe Principals
- Individual rewards for students with good and excellent attendance
- School, year group and tutor group targets set for attendance
- Inter tutor group attendance league tables displayed in every tutor room
- Regular attendance information sent to parents to assist them in monitoring their child's attendance
- Regular promotion of and rewards for good attendance in assemblies
- Detailed analysis of attendance figures and trends for individuals, years groups and the whole school
- Regular reports to governors
- Computerised registration system
- Two attendance officers dedicated to the administration of attendance and working with Senior staff and external educational welfare service

### ***Stage 2 - Early Intervention:***

- 1 to-1 Pastoral Support
- The Bridge
- Mentoring groups for students in the Persistent Absence category
- School Nurse
- Two EWP counsellors in 2 days a week
- Regular network meetings with other schools to share information on siblings and promote good practice
- Rewards for students with the most improved attendance
- Contact with parents on each day of absence or lateness
- Support for students and parents where attendance difficulties are emerging
- Team around the Child (TAC) meeting, Early Help Surgery
- Procedures to identify students who truant after the register has been taken

### **Stage 3 - Intervention**

- 2 days a week external support from Team Educational Welfare Services (EWS)
- Senior staff working with multi-agencies to support and improve attendance
- Early Help Mentor based in school

## **Dealing with Poor Attendance and Punctuality**

### **Persistent and Severe absence**

Persistent absence is defined by the DfE as less than 90% attendance, equating to a day absent per fortnight. The school will monitor and intervene when attendance falls to 93%. If absence falls below 90% and previous actions have been unsuccessful, the school will refer the matter to the School Attendance Officer and Educational Welfare Officer (EWO).

In other cases, the school will refer to the School Nurse if the problem appears to be a medical one. Families will be invited to attend a meeting with key staff and any external agencies already involved with the young person to discuss reasons for absence and to agree improvement strategies and support.

Severely absent is when attendance falls below 50% and a student may face greater barriers and require more intensive support such as multi-agency involvement, whole family plans, an EHCP, alternative provision or safeguarding referrals.

The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools and local authorities will be conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment.

### **Penalty Notices**

Section 444A & 444B of the Education Act 1996 empower authorised local authority (LA) officers, headteachers (or a member of staff authorised by the Headteacher) or police to issue a Fixed Penalty Notice Warning (PNWs) in cases of unauthorised absence from school

A penalty notice can only be issued in cases of unauthorised absence. It would be considered appropriate to serve a notice in the following circumstances

- overt truancy
- parentally condoned absences
- holidays in term-time
- persistent late arrival at school i.e. after the register has closed.

A penalty notice may be issued

- where overall absence, within the previous six months, has fallen to 85% or below (15% or more absence).
- when at least 50% of that absence remains unauthorised; or
- where there have been at least 10 sessions of unauthorised absence within the previous six weeks.

The LA will ensure that there is sufficient evidence to show a parent has committed an offence under s444(1) of the Education Act 1996 and that a formal warning of the possibility of a penalty notice being issued has been served giving a maximum of 15 school days to effect an improvement.

Amendments to the 2007 Regulations in the Education (Penalty Notices). And state that each parent who fails to ensure their child's regular attendance at school must pay £80 (If paid within 21 days, otherwise this increases to £160). If a second fixed penalty notice is issued it will be at the flat rate of £160 per parent with no reduction.

[Penalty Notice Leaflet August 2](#)

**Referral can be made for a penalty notice to be issued or for prosecution to be considered for periods of unauthorised absence including unauthorised holidays.**

Other legal interventions that might be used to improve attendance following consultation with the local authority School Support Attendance Teams might include:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders

[Cognus Attendance support for parents and Carers](#)

### **Emotionally Based School Avoidance (EBSA)**

Emotionally Based School Avoidance (EBSA) is a term used to describe students that have severe difficulty in attending school due to emotional factors. Whilst some students stop attending school overnight, for most, the pattern of non-attendance and avoidance gradually occurs over time.

Some of the main reasons young people avoid school due to emotional reasons:

1. To avoid uncomfortable feelings brought on by attending school, such as feelings of anxiety or low mood.
2. To avoid situations that might be stressful, such as academic demands, social pressures and/or aspects of the school environment.
3. To reduce separation anxiety or to gain attention from significant others, such as parents or other family members.
4. To pursue tangible reinforcers outside of school, such as going shopping or spending time on devices or social media during school time.

The sooner the reasons for school avoidance can be identified, and a support plan put in place that takes into account the views of the student, parents and school staff, the better the outcomes. Returning the student to school as quickly as possible is most effective.

School will offer the following support:

- Training staff and monitoring attendance
- Gain the views of the student to better understand the reasons for avoidance
- Work with parents to develop their understandings of 'push and pull factors'

- Create an action plan which is shared with all adults, the family & young person which aims to increase push factors & decrease pull factors
- An anxiety management intervention Involvement of external professionals to provide additional support

Further information can be found in [EBSA - Sutton Pathways and Guidance](#)

### **Children Missing in Education**

Children Missing Education (CME) are those who are not registered students at a school, and are not receiving suitable education otherwise than at a school. CME are at significant risk of underachieving, being victims of abuse, and becoming NEET (Not in Education, Employment or Training) later on in life. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision.

### **Parents' responsibilities**

Parents have a duty to ensure that their children of compulsory school age are receiving efficient full-time education. Some parents may elect to educate their children at home and may withdraw them from a mainstream school at any time to do so, unless they are subject to a School Attendance Order. When a parent notifies the school in writing of their intention to home educate, the school must inform Sutton's children missing education officer without delay. See further information on **Elective Home Education**.

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children. We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when students are not at school. This means we need to have at least two up to date contact numbers for parents/carers.

Parents should remember to update the school as soon as possible if the numbers change. In response to the guidance in Keeping Children Safe in Education (Sept 2024) the school has:

- Staff who understand what to do when children do not attend regularly
- Appropriate policies, procedures and responses for students who go missing from education (especially on repeat occasions).
- Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.

Procedures to inform the local authority when we plan to take students off-roll when they:

- leave school to be home educated
- move away from the school's location
- remain medically unfit beyond compulsory school age
- are in custody for four months or more (and will not return to school afterwards); or
- are permanently excluded

We will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority. When a student leaves the school, we will record the name of the student's new school and their expected start date. *Further information can be found in – [DfE Children Missing education August 2024](#)*

**All schools must inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.**

School will first make 'reasonable enquiries' to establish the new school and family's contact details, e.g. a telephone call to the parent or carer's last known contact number, or a call to any sibling's school if known. The Educational Welfare Officer may make a home visit in an attempt to establish the whereabouts of the student. If enquiries are unsuccessful, the school will write to the parent or carer's last known address with a one week deadline for a response.

If, after all reasonable enquiries, the school has been unable to make contact, a referral will be made to the Children Missing Education Officer and a CME form completed. The CME Officer, in conjunction with the Borough School Attendance Service, will try to contact the parents or carers and follow up any reasonable leads. If the student is located, the reasons for absence should be established and the child must return to school as soon as possible.

Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their students, and as part of this should investigate any unexplained absences. Any concerns regarding a student's safety will be reported without delay to the Multi Agency Safeguarding Hub (MASH), which will be able to provide advice.

See also Safeguarding Policy & [DfE Children Missing education August 2024](#)

### **Monitoring of School Attendance and Punctuality Policy**

The Deputy Principal will have responsibility for monitoring the Attendance Policy annually and report directly to the Principal and Governing Body.

By year group and by whole school:

- Overall authorised and unauthorised attendance figures
- Breakdown of attendance/absence figures for the following categories
- Ethnicity
- SEND (special educational needs and disability)
- FSM/PP (free school meals/pupil premium)
- LAC/P-LAC (looked-after children/previously looked after)
- SEMH (social, emotional and mental health needs)
- Dual registered
- Numbers of students identified in various attendance groups below 90%
- Numbers of students whose punctuality has been a continuing cause for concern

- Analysis of tutor group and year group attendance against targets
- Analysis of the above figures compared to previous years

This is formally reported and discussed with Heads of Year as part of their attendance meetings within the school including comparison with the previous year's performance and reasons for any positive or negative change.

### **Other monitoring processes:**

- Deputy Principal meets weekly with the EWS service to discuss high risk concerns and put a plan in place to support the student and family to improve attendance
- School Attendance Officers and the Deputy Principal will meet and review attendance figures each half term. Concerns will be discussed and referrals made to BSAS as appropriate.
- Attendance Officers ensures all data is entered accurately onto Bromcom and provides the Head of Year (HOY) with their year data for weekly analysis.
- The Attendance Officer will make weekly contact with alternative providers regarding dual registered student data. Pastoral team will visit students in alternative provision half termly.
- Deputy Principal and key staff hold a weekly meeting to discuss Attendance & Inclusion issues.
- Attendance is discussed weekly and evaluated as part of the year team and Head of Year meetings.
- Deputy Principal reports to Students Trustee's meeting on attendance matters each term.
- Comparison with other LA/Academy schools

### **Legislation and Guidance**

This policy and procedure meet the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parent/carer responsibility. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [DfE School attendance and absence](#)
- The Education Act 1996
- The Education Act 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 •
- Record statutory attendance
- Monitor individual lesson attendance
- Identify, analyse and report absence and punctuality

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold. The law requires all schools to have an admission register and an attendance register. All students must be placed on both registers

**Appendix A: Attendance Support Pathway**

<b>Stage 1: Prevention</b>		
<b>100% - 96%</b>	<b>Daily Form tutor monitoring</b>	<b>Excellent attendance Rewards</b>
<b>96% - 94%</b>	<b>Contact via tutor</b>	<b>Good attendance</b>
<b>94% - 90%</b>	<b>Contact via tutor and pastoral team Identify potential concerns Medical evidence</b>	<b>First Cause for Concern Attendance support plan</b>
<b>Stage 2: Early Intervention (Cause for Concern)</b>		
<b>90% - 88%</b>	<b>HoY and attendance officer contact Meeting to discuss concerns</b>	<b>Continued non-attendance Attendance targeted support</b>
<b>88% - 85%</b>	<b>Attendance officer and EWS Serious Cause for concern</b>	<b>Review targeted support Fixed Penalty Warning letter School Nurse / Early Help Surgery</b>
<b>85% - 80%</b>	<b>EWO</b>	<b>Home Visit Fixed Penalty Notice</b>
<b>Stage 3: Intervention (Unacceptable attendance)</b>		
<b>&gt;80%</b>	<b>EWO &amp; Safeguarding team</b>	<b>Home visits Fixed Penalty Parent contracts / Orders Education supervision order Safeguarding referral</b>

**Appendix B:  
Leave of Absence Form**



# Carshalton Boys Sports College

☎ 020 8714 3100  
✉ contact@carshaltonboys.org

📍 Wincombe Road, Carshalton SM5 1RW  
💻 carshaltonboys.org    🐦 @carshaltonboys

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name ..... Tutor Group .....

Home Address

.....  
.....

First date of absence .....

Date of return to school .....

Reasons for absence are as follows:

.....  
.....  
.....

*I understand that if the request is unauthorised Sutton Local Authority will be notified of the absence taken and a Penalty Notice could be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £160 which is to be paid within 28 days. If paid within 21 days it reduces to £80. If a second Penalty notice is issued it will be at the flat rate of £160 with no reduction. I understand that if I do not pay this will result in legal action.*

Name of Parent/Carer making application

.....

Signed .....

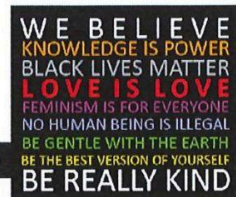
(Please ensure you are giving at least 14 days' notice of the proposed absence)

AUTHORISED: Your request has been authorised for the following dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

UNAUTHORISED: Your request has been unauthorised for the following dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Safeguarding the rights of others is the most noble and beautiful end of a human being.** Khalil Gibran

Carshalton Boys Sport Collage is a charitable company limited by guarantee, registered in England and Wales with Company Number 7635432.





## **Elective Home Education**

### [Sutton Elective Home Education Information](#)

When parents elect to home educate, they are committing to the following:

- To take full responsibility for their child's education;
- To provide a full-time education;
- To provide an education which is broad and balanced;
- To provide an education which meets their child's needs, including any special educational needs;
- To provide an education which does not prevent access to any future opportunities for the child.

Parents should also be aware of the following:

- The Local Authority does not provide any funding to support parents who choose to educate their child at home except in the case of pupils with Statements/EHCPs when it is at the discretion of the LA.
- Local colleges may offer places to pupils aged 14-16 but availability and funding arrangements are at the discretion of the college and likely to incur costs for parents.
- Parents who withdraw their child from school but subsequently choose to re-apply to the same or a different school may find that there are no suitable places readily available in the borough. A long wait may ensue and there is no guarantee of re-entry.
- Where a parent withdraws their child because of the risk of permanent exclusion, and makes a mid-term application for other schools in Sutton, the case may be referred to the Vulnerable Pupils' Panel to decide on placement.
- For many reasons, parents frequently find that it can be challenging to sustain home education in the longer term. It can also be rewarding and successful.
- Preparing the child for national qualifications and registering the child for examinations is the sole responsibility of parents; this includes finding an examination centre willing to enrol the child.
- When parents withdraw their child from school in order to home educate, the school will follow legal guidelines and inform the Local Authority/ Sutton Education Services.
- The Home Education team will contact the parent and work with the family to review the provision of education within the legal framework. A copy of Sutton's Policy and Guidelines on Elective Home Education will be sent to parents before the first review.
- If an initial review of EHE finds provision unsuitable, the EHE team will offer another visit within 12 weeks. If the second visit still finds provision unsuitable, the case will be referred to the Vulnerable Pupils' Panel for the allocation of a school place. This is likely to be to the school the pupil attended prior to EHE.
- The pupil will be expected to take the school place which is allocated. If he/she fails to attend, the Borough School Attendance Service will consider issuing a School Attendance Order.
- A referral may be made to MASH by an EHE Reviewing Officer if there are concerns about a pupil's welfare. This would be the same process and thresholds as in schools.

## Attendance Codes 2024

Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

## New and Additional Attendance Codes

Effective 19th August 2024, the following additional codes will become live and used as ways of recording attendance in school.

Code	Description
C1	Leave of absence – performance or regulated employment abroad.
C2	Part-time timetable.
C	Leave of absence – exceptional circumstances.
J1	Leave of absence – interview.
K	Attending educational provision arranged by the local authority.
Q	Unable to attend school because of a lack of access arrangements.
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to wide-spread travel disruption.
Y3	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend due to whole school site being unexpectedly closed.
Y5	Unable to attend as student is in criminal justice detention.
Y6	Unable to attend due to public health guidance or law.
Y7	Unable to attend due to any other unavoidable cause.