

## ATTENDANCE / CHILDREN MISSING FROM EDUCATION POLICY

<b>Policy Code</b> <i>QSC/6</i>	<b>Authorisation Date</b> <i>September 2022</i>	<b>Next Review Date</b> <i>September 2023</i>
<b>Enquiries Contact:</b> <i>support@uk.oneschoolglobal.com</i>	<b>Approval Authority</b> <i>OSG UK Board</i>	<b>Policy Author</b> <i>Ted Picton Caroline Gray</i>
<b>Associated Documents</b> <i>Safeguarding Policy</i> <i>KCSIE 2021</i> <i>Admissions Policy</i> <i>Behaviour Management Policy</i> <i>Data Protection Policy</i> <i>DfE Attendance Guidance – August 2021</i> <a href="https://publishing.service.gov.uk">School attendance guidance (publishing.service.gov.uk)</a>		

### 1. PURPOSE

OneSchool Global UK (OSG UK) Maidstone Campus' Attendance / Children Missing From Education Policy aims to enable the Campus to provide consistent practice that encourages and facilitates the regular attendance of all students. Regular attendance at school is key to student progress and attainment, and enjoyment of learning. For this reason, the Campus is committed to ensuring its Attendance Policy is followed at all times.

### 2. SCOPE

This Policy applies to all stakeholders.

### 3. DEFINITIONS

For the purposes of this Policy, the following definitions apply.

Term	Definition
Attendance	Full time education means attendance for the period described by the Campus and a student may be marked absent if they arrive after the time when the Campus closes its register. Regulations distinguish between 'authorised' and 'unauthorised' absences although this distinction is no longer reported.
Attendance Register	The daily register taken at the beginning of each day and again in the afternoon. The use of Attendance Codes will be used to record individual student's attendance at Campus.

Admission Register	The Roll Register of all students at the Campus. It includes the date of admission and the name and address of the school that the students last attended. If a student leaves, then details of the school that they go to must be recorded.
Persistent Absence	Attendance which is less than 90%.
SIMS	School Information Management System

## 4. INTRODUCTION/POLICY STATEMENT

### 4.1 INTRODUCTION

- 4.1.1 At this Campus, we stress the importance of good attendance, and the Attendance Policy fosters this commitment. The Campus owes a duty of care to both parents and students to ensure that all students attend regularly; there is also a moral and statutory responsibility to safeguard and promote the welfare of children and young people.
- 4.1.2 Schools are required to keep Admission Registers and Attendance Registers by law. They can be kept in hard copy or electronic form; this Policy and procedure advises how they should be kept.

### 4.2 POLICY PRINCIPLES

- 4.2.1 The Campus takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, students and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.
- 4.2.2 Our aim is to have a minimum attendance level of 95%.

### 4.3 POLICY

- 4.3.1 The Education Act 1996 states that:
- 4.3.2 The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable -
- to their age, ability and aptitude, and
  - to any special educational needs, they may have,
  - either by regular attendance at school or otherwise.
- 4.3.3. By law a person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year (the last Friday in June) -
- if they attain the age of 16 after that day but before the beginning of the school year next following,
  - if they attain that age on that day, or

- if that day is the school leaving date next following his attaining that age.

4.3.4. Students enrolled at the Campus are expected to attend school until the completion of Year 13 unless there are specific circumstances agreed on an individual basis.

4.3.5. The law requires regular attendance by students registered at the Campus. It is the parents' responsibility to ensure attendance.

#### 4.4 THE CAMPUS' DUTIES

4.4.1. Each campus will appoint a Senior Leader with the strategic responsibility for attendance.

NAME of SENIOR LEADER : Mrs Laura Wiles

CAMPUS NAME : Maidstone

CONTACT DETAILS : [laura.wiles@uk.oneschoolglobal.com](mailto:laura.wiles@uk.oneschoolglobal.com)

4.4.2. The campus has identified Form Tutors who monitor a child's attendance on a daily basis. Contact details are as follows.

Year	Contact Name	Contact details
3	Mrs Horne	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
4	Ms Brennan	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
5	Miss Bernthal	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
6	Mrs Cresswell / Ms Dorney	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
7	Mr Leggat	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
8	Mrs Abbitt	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
9	Ms Harper	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
10	Ms Jacobs	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
11	Mr Sutton	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
12	Miss Penfold	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>
13	Mrs VD Westhuizen	<a href="mailto:maidstone@uk.oneschoolglobal.com">maidstone@uk.oneschoolglobal.com</a>

4.4.3. Should more detailed or additional information about attendance be required, the Senior Leader responsible for attendance should be contacted as detailed in 4.4.1/ Alternatively the Campus Principal can be contacted.

- 4.4.4. The Campus is required to ensure that an attendance register is taken twice a day, at the beginning of the morning and afternoon session on which the presence or absence of every student should be recorded.
- 4.4.5. Morning registration opens at 8:45am and closes at 9am. Students arriving before 9:30 am may be marked late. After 9:30am an absence should be recorded for the morning session.
- 4.4.6. Afternoon registration takes place at 1:15pm. Registers close at 1: 30pm after which a student will be marked absent for the afternoon session.
- 4.4.7. All attendance must be recorded in SIMS in the electronic class registers.
- 4.4.8. The Campus must provide the Secretary of State with information of levels of authorised and unauthorised absence when requested or via the DfE Independent School Census.
- 4.4.9. The Campus will monitor and evaluate attendance, analysing trends and / or patterns over time for individuals or groups of students using SIMS. Appendix 2 and 3 should be used.
- 4.4.10. The Campus should regularly monitor students below 95% and put in place an Action Plan if attendance does not improve (see Appendix 6 and 7 for guidance). If necessary, this may include multi agency support.
- 4.4.11. The Campus should review data to identify cohorts of students who are most vulnerable to poor attendance and consider strategies to intervene prior to attendance concerns arising e.g., learning support teams, additional pastoral support
- 4.4.12. The Campus should demonstrate that where a student’s absence falls below 90%, they have taken action to address this.
- 4.4.13. The campus has a duty to inform the Local Authority, of the name and address of any registered student who fails to attend regularly, or has been absent for a continuous period of 10 or more school days, except if:
- such absences are covered by a medical certificate
  - the absences are authorised by the Campus
- 4.4.14. The Campus should promote and incentivise good attendance by rewarding individuals in an appropriate way including recognition assemblies/ attendance certificates/ Annual Recognition of Excellence Ceremony

## 5. PROCEDURES

### 5.1. CAMPUS SESSIONS

5.1.1. The OSG UK Academic Calendar and Timetables determine the times of the daily sessions and duration of the terms and are approved by the Trustees.

### 5.2. ATTENDANCE REGISTERS

5.2.1. The Education (Student Registration) (England) Regulations 2006 govern the attendance registers that the campus must keep. They also regulate the power to grant leave of absence.

5.2.2. A set of national codes and descriptors to record the reason for student absence is as Appendix 1.

### 5.3. ELECTRONIC REGISTER IN SIMS

5.3.1. Admission and attendance registers are kept in SIMS. The registers must be backed up, in the form of an electronic or printed copy, not less than once a month. Printed copies on a monthly basis should be signed and dated by the Campus Principal as accurate records and retained in a single volume. Each of these additional copies of the admission and attendance registers must be retained for three years after the end of the school year in question, as will those done by hand.

### 5.4. SETTING UP THE ACADEMIC YEAR IN SIMS

5.4.1. There are 190 days for maintained schools, 185 for OSG UK Campuses. This will be administered centrally by OSG UK.

### 5.5. KEEPING REGISTERS

5.5.1. Registers must:

- be taken at the beginning of the morning and afternoon sessions.
- distinguish between authorised and unauthorised absence and daily totals calculated.

5.5.2. If a correction is made to an original entry the correction will be clearly identifiable. There are only three occasions when an entry in an attendance register can be altered:

- When staff discover that an error has been made, for example a typing error
- When a student's absence was unexplained but has since been explained
- When a student's name has changed

5.5.3. Whenever a change is made, both the original entry and the amendment must be clearly distinguishable. The original entry and the correction should be kept so entries appear in chronological order. Any amendments should also indicate the reason for them and who made the amendment.

### 5.6. INSPECTION OF ATTENDANCE REGISTER

5.6.1. It is a statutory requirement for all schools to keep attendance registers and these must be available for inspection during school hours by authorised persons. Those

authorised to inspect registers could include Ofsted, ISI, Estyn, HMIE and ETINI Inspectors and authorised local authority officers.

#### 5.7. PRESERVATION OF RECORDS

5.7.1. Entries in the register, whether recorded manually or on the computer, must be kept for 3 years from the end of the school year in question.

#### 5.8. DATA PROTECTION

5.8.1. OSG UK is registered with the Information Commissioner's Office under the Data Protection Act 2018. The campus will retain information for as long as is necessary and usually for six years from the date on which the Student left the school or six years after his or her 18th birthday, whichever is longer.

#### 5.9. SCHOOL LEAVING AGE

5.9.1. Students must do one of the following until they are 18:

- Stay in full time education
- Start an apprenticeship or traineeship
- Work or Volunteer (for 20 hours or more a week) whilst in part time education or training

#### 5.10 LEAVE OF ABSENCE FOR STUDENTS

5.10.1. Leave of absence will only be granted due to the exceptional circumstances relating to a parent application for leave. The following should also be taken into consideration:

- The student's attendance history
- The age of the student
- The time of the year
- The nature of the absence
- Employee difficulties in accessing holidays during school holiday times

5.10.2. Leave of absence shall not be granted unless:

- An application has been made in advance to the Campus Principal by a parent with whom the student normally resides

**5.11 AUTHORISED ABSENCE** (See Appendix 1 – National Codes for full list of attendance codes) Absence may be authorised by the school for the following reasons:

- Illness (Code I)
- Medical and dental appointments (Code M)
- Interviews (Code J)
- Holidays in term time (Agreed Code H, Not agreed Code G)
- Exclusion (Code E)
- Study Leave, Year 11 only (Code S)
- Enrichment, Y12 and Y13 (Code X – not required in school)
- Covid Related Absence (X Code subcodes)

- Special Meeting requests out of student locality (Code C)
- Work experience (Code W)
- Religious observance – Weddings, Burials and Local Community Meetings (Code R)
- Planned whole or partial school closure for national community events or for up to five non-educational days to be used for curriculum planning/training (Code #)

5.11.2 Guidance for use of D code (Dual Registration) is specified in Appendix 5.

## **5.12 AUTHORISING ABSENCE**

5.12.1. The campus should authorise absence only after careful consideration. If the reason for absence is unknown at the time the register is taken, it should be marked as unauthorised and can be changed later.

## **5.13 LOCAL AUTHORITY**

5.13.1. The Campus is required to maintain an attendance register and Trustees will report as soon as possible to the Local Authority in which the student lives:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly.

## **5.14 POLICE POWER OF TRUANTS**

5.14.1. If a police officer has reasonable cause to believe that a child is of compulsory school age and is absent from school without lawful authority, the officer can take the child back to school or to another place designated by the Local Authority. The child must be in a public place when this power is exercised. Truancy is not a criminal offence, so this is not a power of arrest or detention.

## **5.15 PARENTAL RESPONSIBILITY FOR SCHOOL ATTENDANCE**

5.15.1. It is the duty of the parent of a child of compulsory school age to ensure that the child receives efficient, full time education; they must ensure that their children attends regularly and aim for a minimum attendance rate of 95%.

5.15.2. Parents have no right to authorise the absence of a registered student of compulsory age; this may only be done by the school.

5.15.3. If a student is absent due to illness or a family emergency, then the parent must notify the campus by telephone by 9:00 am that morning.

5.15.4. Parents must explain all absenteeism with a note beforehand or immediately upon the student's return to the campus. Parents may be prosecuted if they know that their child is not attending school and they fail without reasonable justification to cause their child to attend or fail to secure a child's regular attendance at the school at which they are registered.



5.15.5. If a registered student of compulsory school age fails to attend regularly, the Local Authority can prosecute a parent; issue an Education Supervision Order, parenting order or school attendance order.

#### **5.16 CONTACTING PARENTS ON THE FIRST DAY OF ABSENCE**

5.16.1. If a student is absent without explanation when the register is checked, campus staff should, wherever possible, contact the parents that same day, and always in the case of students whose attendance is a cause for concern.

5.16.2. This declared procedure of 'first day contact' makes it clear to students and parents that absence is a matter of concern and will be followed up.

5.16.3. Procedures for first day absence monitoring are detailed in Appendix 4. Procedure : Attendance Monitoring – First Day Call.

#### **5.17. PROCEDURES FOR MANAGING PERSISTENT ABSENCE**

5.17.1. Campuses must have in place systems to manage persistent absence which is defined as being absence below 90%.

5.17.2. Procedures for managing persistent absence are set out in Appendix 3. Once identified a report, including Action Plan, must be shared with RP/DP.

5.17.3. Appendix 6 should be used to help campuses identify reasons for absence to enable effective Action Planning.

#### **5.18. PROCESS FOR DEALING WITH A MISSING CHILD**

5.18.1. The following procedure will be followed to ensure that no child goes missing or absconds:

- First day contact with parents
- If, at any stage during the school day a student is unaccounted for, the following procedure will be followed, in order, until the student is located or the police are informed:
- The Campus Principal (or the person deputising) is immediately informed and Reception is contacted to check there is not an authorised absence or departure from school.
- The student's friends, peers and all staff are asked for information which might explain the absence.
- A thorough search of site is conducted.
- A fire drill is conducted.
- The parents of the missing student are contacted.
- The Campus Principal (or the person deputising) contacts the police.
- The risk and time a student could be missing is minimised by the twice daily Registration procedure and individual lesson register taken.

#### **5.19. PROCESS FOR DEALING WITH A CHILD MISSING FROM EDUCATION**

5.19.1. Children missing from education are those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have



missed 10 school days or more without permission may be at risk of becoming 'children missing education'.

5.19.2. School proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

5.19.3. Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions these must include holding at least 2 Emergency contact numbers which are provided and updated by the parent with whom the student normally resides.

5.19.4. Responding to absence – criteria for requesting support from the Multi Agency Support Team (MAST)

Additional agency support should be requested if:-

- Home/school contact has not prompted an improvement in attendance.
- Poor overall attendance (e.g. below 90%) and no mitigating circumstances or acceptable reasons for absence provided to school.
- When a student has not attended for 10 school days the school has a statutory responsibility to inform the Local Authority.

5.19.5. Children Missing from Education The Designated Safeguarding Lead (DSL) is the nominated member of school staff to liaise with the Local Authority's Children Missing from Education Team. Students who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures.

5.19.6. For Permanent transfer during non-standard transition points the Local Authority must be informed by both schools of a child leaving / arriving in the authority and evidence of this will; be kept by the schools.

## **5.20. REMOVAL OF A CHILD FROM THE ADMISSION REGISTER**

5.20.1. All schools must notify the local authority when a student's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the student's name is removed from the register. This duty does not apply where the student's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

5.20.2. Where a school notifies a local authority that a student's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the student;
- the full name and address of any parent with whom the student lives;
- at least one telephone number of any parent with whom the student lives;

- the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- the name of student's other or future school and the student's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the student's name is to be deleted from the admission register.

### 5.21. DEALING WITH LATENESS

5.21.1. The Campus should be alert to emerging patterns of late arrivals. The register can be kept open for a period of 15 minutes after the beginning of registration. This can be extended in certain circumstances such as bad weather or transport difficulties.

5.21.2. If a student misses registration and fails to provide an adequate explanation, this constitutes unauthorised absence.

### 5.22. PROMOTING PUNCTUALITY

5.22.1. The campus will record and follow up lateness in respect of students who arrive late on a regular basis.

5.22.2. The following principles will be applied:

- Students will see that punctuality is taken seriously and followed up on.
- Parents will be informed – they may not be aware that there is an issue.

### 5.23. DfE SCHOOL CENSUS INFORMATION

5.23.1. There is no longer a requirement for Independent Schools to return absence data to the DfE. However, the Campus is required to complete the School Level Annual Census for Independent Schools on the third Thursday of January each year.

### 5.24 COVID MANAGEMENT

5.24.1. Covid absence will be managed in line with DfE expectations and OSGUK Attendance Policy will be regularly adapted to reflect changing DfE guidance during times of outbreaks across the region.

## 5 GUIDELINES

- Working Together to Improve School Attendance (September 2022) [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)
- Children Missing in Education (November 2016)
- Keeping Children Safe in Education 2022
- Keeping Learners Safe 2022 (Wales)
- Education Act 1996
- Data Protection Act 2018
- Education (Penalty Notices)(England)(Amendment)Regulations 2013
- Education (Student Registration) (England) Regulations 2006 (and amendments)
- Education (Student Information) (England) Regulations 2005
- Children Act 1989

## **6 ATTACHMENTS**

Appendix 1: National Attendance Codes, Descriptions and Meanings

Appendix 2: Monitoring Record

Appendix 3: Procedure: Attendance Monitoring Guidelines: Persistent Absence

Appendix 4: Procedure: Attendance Monitoring Guidelines: First Day Call

Appendix 5: Procedure: Students Moving Between Campuses

Appendix 6: Attendance Concern – Campus & Parents Checklist

Appendix 7: Strategies for Improving Punctuality

**APPENDIX 1 - NATIONAL ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

Code	Description	Meaning
/	Present (am)	Present
\	Present (pm)	Present
B	Educated off site ( <i>not</i> dual registration)	Approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (ie when student is attending another establishment and is permitted, when a student is at a Student Referral Unit, attends a special school on a part-time basis or temporarily received education in a hospital special school)	Approved educational activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday ( <i>not</i> agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed following the procedure and at the discretion of the CA, Campus Principal and SA)	Authorised absence
I01	Illness ( <i>not</i> medical or dental appointments)	Authorised absence
I02	Illness (confirmed case of Covid 19)	Authorised absence
J	Interview for example with prospective employer	Approved educational activity
L	Late (before registration closed)	Present
M	Medical/dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by other code/description)	Unauthorised absence
P	Approved sporting activity	Approved educational activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
X	Un-timetabled sessions for non-compulsory school-age students (not required to be in school)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances (eg closure of all or part of the school site due to an unavoidable cause, school transport not being available, or a national emergency, a weather related emergency, such as snow or flooding, a natural disaster, a health related emergency, such as restrictions to travel in certain areas because of a outbreak of foot and mouth disease, travel	Not counted in possible attendances

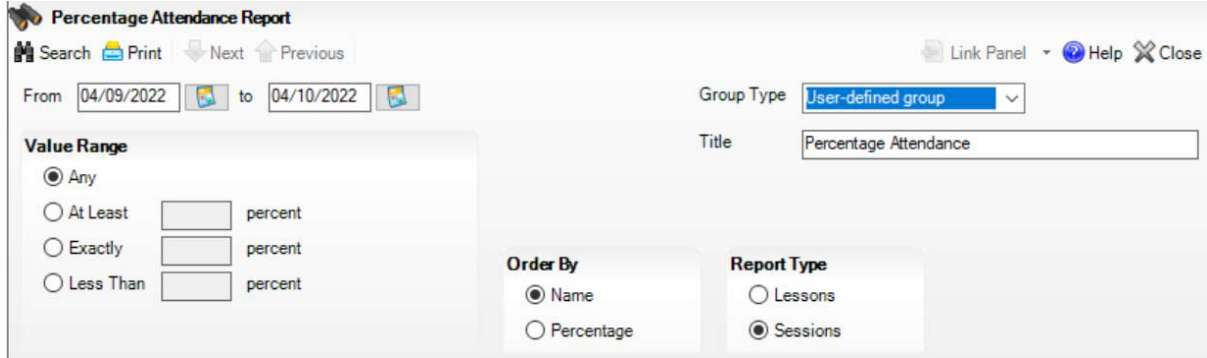
	disruption caused by the rationing or non-availability of fuel)	
<b>Z</b>	Student not on admission register	Not counted in possible attendances
<b>#</b>	Planned whole or partial school closure (eg between terms; use of school as polling station; up to five non-educational days to be used for curriculum planning/training)  Different term dates for different students (eg staggered starts; induction days)	Not counted in possible attendances

## APPENDIX 2 - MONITORING RECORD

REPORTS – Lesson Monitor – Selected Student Reports – Percentage Attendance Report

*(Report provides individual student % attendance)*

Select date parameters, select value range, group type = user defined groups - SEARCH



The screenshot shows the 'Percentage Attendance Report' interface. At the top, there are navigation icons for Search, Print, Next, and Previous. On the right, there are icons for Link Panel, Help, and Close. The main form includes a date range selector with 'From' and 'to' fields, both containing '04/09/2022' and '04/10/2022' respectively. Below this is a 'Value Range' section with radio buttons for 'Any', 'At Least', 'Exactly', and 'Less Than', each followed by an empty input field and the word 'percent'. To the right of this is a 'Group Type' dropdown menu set to 'User-defined group' and a 'Title' text box containing 'Percentage Attendance'. At the bottom, there are two sections: 'Order By' with radio buttons for 'Name' and 'Percentage', and 'Report Type' with radio buttons for 'Lessons' and 'Sessions'.

Select the campus/ year group – open in web browser.

### APPENDIX 3 – PROCEDURE: ATTENDANCE MONITORING GUIDELINES: PERSISTENT ABSENCE

Campuses need to have systems in place for monitoring, recording, and responding to students with persistent (less than 90%) absence problems.

#### **EARLY IDENTIFICATION GROUP – students with attendance less than 95% but greater than 90%.**

##### Actions

Weekly cumulative attendance figure recorded for this cohort to look for progress and patterns.

Involvement of the form tutor – contact with parents to discuss ways to support, identify any areas of concern.

Appropriate Action Plan in place.

#### **SAFE AND WELL GROUP – students with attendance below 90%**

It is crucial for campuses to undertake due diligence around the reasons for the absence, and actions put in place by the Campus to restore attendance.

##### Actions:

For each of the students on the Safe and Well group, please provide a short report for DP/RP/LCA to cover the following:

Main reason for the absence

Involvement of Social Care, Early Help or Health (if any)

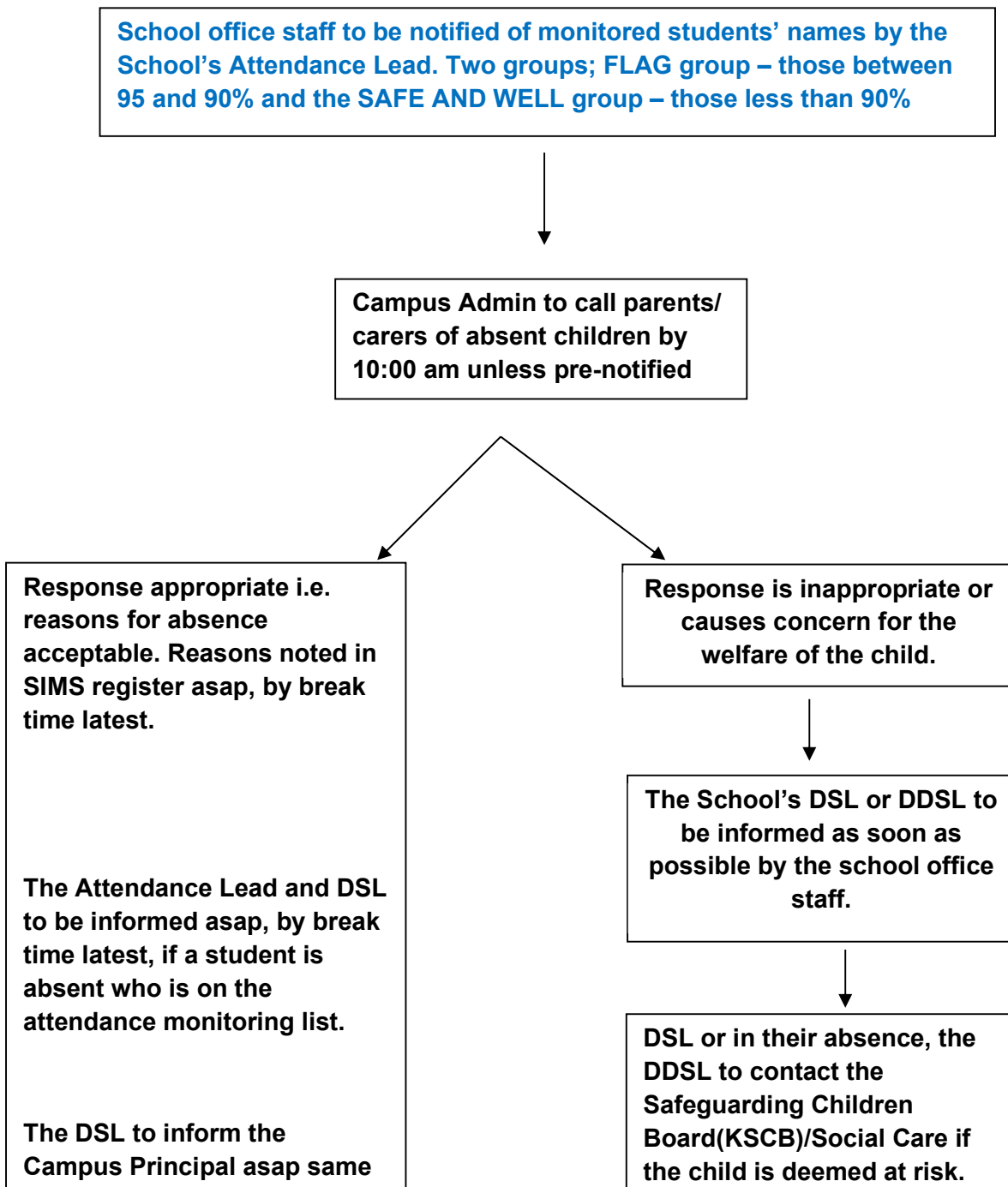
Actions taken to date to restore and improve attendance

Please ensure these students have been discussed with RSENDSCO, DSL and Campus Mental Health Champion.



#### APPENDIX 4 – PROCEDURE: ATTENDANCE MONITORING GUIDELINES: FIRST DAY CALLING

This is intended as helpful guidance for schools in terms of protecting children. ‘First Day Calling’ is important because school absence and safeguarding are closely linked. This practice not only encourages good attendance it also helps to monitor a student’s wellbeing and is an alert to their safety.



## APPENDIX 5 – PROCEDURE: STUDENTS MOVING BETWEEN CAMPUSES

### Short stay – Dual registered: Up to 10 school weeks.

*\*Transfers may be within the United Kingdom, or to/from another Global Region. Please be aware that 'Dual Registration' is only possible within the same jurisdiction (e.g. England to England, Wales to Wales, Scotland to Scotland transfers). All other transfers cannot have dual registration.*

*Parental consent is always required. In writing to the Campus Principal to give the proposed address, details of the carers (if not parents), campus name and duration of the transfer.*

1. Lead CA and RTL approval is needed before any transfer can be progressed. The Lead CA at the campus where the student is enrolled (the permanent campus) should inform the Lead CA at the receiving campus. As soon as approval is agreed, both Lead CAs should inform their Campus Principal, District Principal and Regional Principal by email.

2. The Campus Principal at the current campus should contact the Campus Principal at the receiving campus to discuss the transfer, reasons and proposed timelines. In principle this should always be at least three weeks before the date of short-stay transfer.

3. The **OSG UK Short-stay enrolment form** should be sent by the receiving campus, completed by the parents and sent back to the Campus Principal at the receiving campus. The Campus Principal at the receiving campus should confirm approval for the short-stay transfer by return email and copy in the District and Regional Principal. It is critical that all necessary information is shared by parents and they confirm their approval for the short-stay enrolment.

4. The student should be fully set up as a student on the admissions register at the receiving campus, with a student file. They should be 'Dual Enrolled' at their current campus and temporary campus, assuming both are in the same jurisdiction.

5. For the duration of the absence from their current campus, the registration code 'D' should be used. The student should be registered as normal at the short-stay campus and the permanent campus should be informed weekly of attendance, so the correct registration code can be used in the event of absence.

6. If needed due to an open case (Section 17 or Section 47), Children's Social Care should be informed of the planned short-stay transfer by the DSL at the permanent campus. It is important for the DSL to review any transfers, in light of current or emerging safeguarding concerns. The Associate Principal for Safeguarding should always be advised under the circumstances of a student on a S17 or S47 relocating.

7. If the student has an Education, Health and Care Plan, the Local Authority should always be advised. The Associate Principal for Learning Support should always be updated under these circumstances.

8. Any private fostering arrangements should be advised to the local authority of the permanent campus by the DSL.

9. The permanent campus and receiving campus should inform the Local Authority of the arrangement for dual registration.

10. Details of the students' curriculum, current targets, SEN/Medical information and any other relevant information should be shared by the permanent campus to the Campus Principal at the receiving campus. If there is safeguarding information to share, the DSL at the permanent campus should contact the DSL at the receiving campus prior to the student transferring.

11. At the end of the short-stay placement, the Campus Principal at the receiving campus should send a progress report to the Campus Principal at the permanent campus. This should take the same format as a full written report, in order that there is continuity in teaching and personalised support. If a safeguarding update is required, that should be circulated as a confidential document between DSLs.

### **Permanent transfer – change of school roll between OneSchool Global Campuses.**

*\*Transfers may be within the United Kingdom or another Global Region.*

*Parental consent is always required. In writing to the Campus Principal to give the proposed address, details of the carers (if not parents), campus name and reason for the transfer.*

1. Lead CA and RTL approval is needed before any transfer can be progressed. The Lead CA at the current campus should inform the Lead CA at the receiving campus. As soon as approval is agreed, both Lead CAs should inform their Campus Principal, District Principal and Regional Principal by email, as soon as possible.

2. The Campus Principal at the current campus should contact the Campus Principal at the receiving campus to discuss the transfer, reasons and proposed timelines. In principle this should always be at least three weeks before the date of transfer.

3. The **OSG UK enrolment form** should be sent by the receiving campus, completed by the parents and sent back to the Campus Principal at the receiving campus. The Campus Principal at the receiving campus should confirm approval for the transfer by return email and copy in the District and Regional Principal. It is critical that all necessary information is shared by parents and they confirm their approval for the enrolment.

4. If needed due to an open case (Section 17 or Section 47), Children's Social Care should be informed of the planned transfer by the DSL at the permanent campus. The Associate Principal for Safeguarding should always be advised under the circumstances of a student on a S17 or S47 relocating.

5. It is important for the DSL to review any transfers, in light of current or emerging safeguarding concerns. If needed, contact the Associate Principal for Safeguarding for advice.

6. If the student has an Education, Health and Care Plan, the Local Authority should always be advised. The Associate Principal for Learning Support should always be updated under these circumstances.

7. For Permanent transfer during non-standard transition points the Local Authority should be informed by both schools of a child leaving / arriving in the authority and evidence of this should be kept by the schools.
8. The student should be fully set up as a student on the admissions register at the receiving campus.
9. On the first formal day that the student is registered at the receiving Campus, the receiving Campus Principal should write to the sending Campus Principal to confirm the student is registered at their new campus, the date of registration, address the student is dwelling at and details of their parents/carers. The student may then be removed from the roll at their previous campus.; with the Admissions Register correctly updated and evidence of communications kept on file.
10. If needed, for example due to personalised needs, there should be a Team Around the Child or Team Around the Family meeting set up before the transfer. Relevant personnel from both the current and receiving campus should be present to ensure a thorough hand-over of support planning.
11. Details of the students' curriculum, current targets/data, SEN/Medical information and any other relevant information should be shared by the current campus to the Campus Principal at the receiving campus. If there is safeguarding information to share, the DSL at the current campus should contact the DSL at the receiving campus prior to the student transferring and likewise any Learning Support needs should be communicated between Learning Support Leads at campus.
12. The full student file, and any confidential files, should be transferred from the current to the new campus before the student transfers. The SIMS team should be informed, via a ServiceNow ticket, to transfer the students' data to the receiving campus.
13. A ServiceNow ticket should be set up to transfer the students' log-in and device details to the receiving campus.
14. Permanent transfer – change of school roll – students from outside of OSGUK.
  - a. In the event of a student transferring to role in OSGUK from a different school network the guidance for Permanent school transfer should be followed.
  - b. For Permanent transfer during non-standard transition points the Local Authority should be informed by both schools of a child leaving / arriving in the authority and evidence of this should be kept by the schools.
15. A full student and parent induction should take place for the new campus prior to the student starting school.

**APPENDIX 6 : ATTENDANCE CONCERN – CAMPUS & PARENTS CHECKLIST**

A high number of yes responses indicate a greater concern				
Name of Young person:				
Date:	YES	NO	N/A	Comments
<b>Attendance</b>				
Reluctance to leave the house in the mornings				
Late for school				
Absent for part or whole days				
<b>Environmental</b>				
Significant life events (e.g.: moving house/school, parent’s job, additions to the family). Please specify.				
Young person living in more than one home/temporary accommodation (e.g grandparents/community family)				
Parental involvement with education (e.g. homework, parent teacher meetings, good communication with school)				
Practical challenges in getting to school				
<b>Learning Needs</b>				
Inabilities to problem solve				
Organisational difficulties				
Homework not done/incomplete on a regular basis				
Difficulties working under pressure/ processing difficulties.				
Specific learning difficulty. Please specify.				
Not achieving learning potential.				
Avoidance of particular school activities/subjects.				
<b>Social</b>				
Bullying				
Fallen out with friends/difficulties with peer relationships.				
Social communication difficulties.				
Not independent for age.				
Struggles during unstructured times				
Lack of active engagement in social and leisure outlets				
<b>EMOTIONAL WELL BEING</b>				
Often appears tired.				

Often appears to be lacking in interest/ motivation.				
Demonstrates low self esteem				
Shy, quiet or passive				
Appears worried or anxious				
Displays behaviours that challenge				
Lack of involvement in school life.				
<b>Physical well being</b>				
Had a serious illness or have a medical condition				
Complained of sickness or headaches				
Had rapid weight gain or loss				
Changes in eating habits				
Completed by: (please include school, parental/guardian, young person's name as appropriate.	<hr/> (school representative)			
	<hr/> (Parent/Guardian)			
	<hr/> (Student)			

**APPENDIX 7: STRATEGIES FOR IMPROVING PUNCTUALITY**

**Campus:**  
**Student Name:**  
**Current Attendance Score:**  
**Days of absence (%):**  
**Patterns of days:**  
**Authorised & Unauthorised sessions (%):**

**School Action** could include the following:

1. Identify patterns in session attendance (days)
2. Identify patterns in lesson attendance (subjects)
3. Discuss poor lesson attendance with appropriate teacher (incl VC teachers)
4. Analysis of AP data – identify weak/ underachieving subjects incl ATL
5. Share personalised learning strategies with all teachers and in particular VC teachers (WWW and EBI)
6. Identify and provide academic support (curriculum)- 1:1
7. Ensure all staff are aware of any SEN need and strategies to support
8. Implement buddy system if appropriate
9. Daily and weekly catch ups with form tutor
10. Reward with citations, when appropriate
11. Schedule Zoom meeting with parents for review

**Review and Next steps:**

Date:

Signed:  
(Senior Leader)



**VERSION CONTROL**

<b>Policy Code</b>	<b>Date</b>	<b>Version No.</b>	<b>Nature of Change</b>
<b>QSC/4</b>	September 2019	7.0	
<b>QSC/4</b>	October 2019	7.1	Update to reflect latest guidance  Clarification on attendance codes
<b>QSC/4</b>	July 2020	8.0	Update to reflect more robust attendance monitoring systems. Update to include procedures for management of PA and First Day Call. Update to clarify student transfer procedures and use of D code.
<b>QSC/4</b>	January 2021	8.1	Update reflects DFE Guidance August 2020. Clarifies procedures for dealing with students missing education. Clarifies expectations with regards to removal from admissions register. Clarifies responsibility to inform LA of absence.
<b>QSC/4</b>	March 2021	8.2	Clarification over retention period for attendance registers
<b>QSC/5</b>	July 2021	8.3	Update to reflect covid related absence codes.

QSC/5	July 2021	8.4	Appendix 7 : Recording attendance in relation to coronavirus (Covid19) during the 2021 to 2022 Academic year
QSC/5	July 2021	9	Appendix 8 : Improving School attendance
QSC/5	December 2021	9.1	Appendix 5 – information on learning support information transfer added.
QSC/5	September 2022	9.2	Appendix 7 & 8 Removed. Appendix 8 added as guidance document. Punctuality guidance strengthened in new Appendix 7. Covid sub clause
QSC/5	October 2022	9.3	Updates to reflect DfE ‘Working together to improve school attendance September 2022’