



Attendance Policy

Rationale

All children, 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. Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing or frequently absent from education in their area. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing or frequently absent from education is a potential indicator of abuse or neglect. Pupils with the highest rates of attendance tend to also have the highest rates of attainment. At KS4 pupils not achieving grade 9 to 4 in English and Maths had an overall absence rate of 8.8%, twice as high as those achieving grades 9 to 4 (Working together to improve school attendance July 2026).

In such incidences of repeated absence, the Designated Safeguarding Lead must be informed to help identify the risk of abuse and neglect. Therefore, it is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM, County Lines, radicalisation and forced marriage. All staff are encouraged to document concerns via the My Concern system so that the DSL can spot patterns in behaviour alongside patterns of attendance so that swift action may be taken.

Guidance for Parents regarding Absence is contained in the Parents' Handbook.

Parents are informed of our expectations that absence from school should be avoided wherever possible. The core school day is:

Senior school: 8:45am – 3:55pm (Monday-Wednesday)
8:45am – 3:20pm (Thursday-Friday)

Nursery & Kindergarten:	8.40am - 3.15pm
Reception-Year Two:	8.40am - 3.15pm
Year Three-Year Six:	8.40am - 3.30pm

Linked Policies:

Safeguarding
Educational Visits
Critical Incident
Behaviour
SEND

Objectives

- To encourage attendance of above 95%
- To develop and maintain a whole school culture that promotes the benefits of good attendance.
- To outline clear guidelines to staff if they are concerned about a pupil's attendance.
- To provide clear guidance to parents regarding attendance and persistent absence during term time.
- Work with pupils and their parents to understand and address reasons for absence.
- Signpost access to any required services such as early help as necessary.
- Maintain the same expectations for attendance with pupils with additional needs.
- To outline guidance to staff if a pupil goes missing during the school day. (Appendix 2)
- To outline guidance to staff should a pupil go missing on a school trip. (Appendix 3)
- To outline guidance to staff of actions to be followed once a child is found. (Appendix 4)

Success Criteria

- Implementation of the policy in order to recover a missing child.
- Improved attendance from those pupils that are persistently absent.
- Staff raising concerns via the My Concern system relating to punctuality and attendance.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- High expectations for attendance and punctuality of all pupils.

Methodology

1. Implementation

The school maintains an Admissions Register which records the full name of the pupil, name the pupil uses at school, sex, address, the full name and address of each of the pupil's parents, which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency (where reasonably practicable we will hold an emergency contact number for more than one person for each pupil), day, month and year of birth, day, month and year of the pupil's starting day at the school, name and address of the last school the pupil attended, if any.

Where a parent notifies EHS that a child will live at another address the admission register is amended accordingly:

- the full name of the parent with whom the pupil will live,
- the new address,
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies EHS that the pupil is registered at another school or will be attending a different school in future, the following will be recorded in the admissions register:

- the name of the new school,
- the date on which the pupil first attended or is due to start.

In Birmingham, schools do not need to notify the local authority when pupils leave at the end of Year 11.

The school will inform the local authority via the BSCP CME referral system (see appendix 1 or https://www.birmingham.gov.uk/downloads/file/7689/cme_referralformmarch2019) of any pupil who:

- has been absent without the school's permission for a continuous period of 5 school days or more and,
 - is not at their last known address or,
 - has left school suddenly and their destination is unknown.

If the pupil is attending the school on the child student visa route and misses 10 consecutive expected contact points, the school will notify UKVI, withdrawing sponsorship of their visa. A contact point is defined as 8:45am (morning registration) and 2:05pm (afternoon registration) each day. As such, a sponsored student's absence would be reported to UKVI at the end of the 5th day of unexpectedly missing school. Note that for these purposes, absences will not trigger a report to UKVI where the school is aware of the reason for the student's absence but has not authorised that absence (but see below on *Unauthorised absences*, which may result in sponsorship of a child student visa being withdrawn where the unauthorised absences are such that the student is removed from the roll or the school reaches the conclusion that the student is not a genuine student).

If a child is absent from school and their whereabouts are **unknown**, members of the pastoral team have a duty to carry out reasonable enquiries to ascertain the whereabouts of the pupil. This might include:

- a phone call home from reception to establish the reason for the absence and to confirm the child's whereabouts,
- checking with all staff that may have had contact with the child prior to their absence,
- checking with the child's friends, siblings or known relatives at the school,
- asking school friends to check social media activity if appropriate; checking for any changes in the patterns of activity,
- making enquiries to other schools where known relatives attend, telephoning all numbers held on the system including those stated on the "leave of absence form",
- visiting the last known address of the pupil,
- completing the BSCP CME referral form,
- emailing the addresses on the system and requesting evidence of the pupil's location/whereabouts. For example, return flights, medical notes or hospital discharge information.
- Contacting UKVI.

School will notify the local authority when a pupil's name is deleted from the admission register, and will provide the local authority with the following information about the pupil from the admission register: full name, address, the full name and address of any parent the pupil normally lives with, at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency, if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there, if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school, and the reason under which the pupil's name has been deleted from the admission register.

The only reasons why a pupil's name shall be deleted are:

- The pupil has been registered at another school
- The pupil has not continued at the school following completion of nursery education
- The pupil is also registered at one or more other schools and the other schools have agreed the deletion
- The pupil has a school attendance order which has been changed to name another school
- The pupil had a school attendance order which has been revoked
- The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school
- The pupil no longer normally lives a reasonable distance from school

- The pupil has not returned following a leave of absence and all reasonable efforts to find out the pupil's location and circumstances have been made as set out in this policy
- The pupil has been continually absent from school for 20 school days and all reasonable efforts to find out the pupil's location and circumstances have been made as set out in this policy
- The pupil is detained under a sentence of detention
- The pupil will be over compulsory school age and will not continue into the sixth form
- The pupil has ceased to be a pupil at Edgbaston High School (independent school)
- The pupil has been permanently excluded
- The pupil has died.

In addition, the school will notify the LA where the school is located, and the LA where the pupil resides when registering new pupils within 5 days, giving the pupil's address and previous school.

Notification of Absence

Parents are required to notify School on the first day of a pupil's absence and to provide a reason for the absence. The Receptionist or School Secretary will telephone home if no notification of absence has been received by the close of morning register at 9:14 am. Registers close at 2.09pm pm in the afternoon in the Preparatory School and in the Senior School.

If a pupil needs to leave School during the school day, parents should email, telephone or fill in the form on the school website to state the nature of the appointment during the school day. Pupils must sign out at the time of leaving the building. If she is returning, she should sign in again. Staff cannot authorise pupils to leave school during the school day without parental permission.

In cases of known absence, such as dental appointments, parents should inform School in advance, using the form on the parent portal

In Senior School If a pupil has been absent for more than 3 days because of illness, the Form Tutor will arrange for work to be collected from subject staff. Work may then be sent home or given to the pupil on her return. The Form Tutor is also responsible for the re-integration of the pupil into school.

Attendance Monitoring and Intervention Procedure

In the Senior School, the Attendance Champion (AC) is the Deputy Head Pastoral (DHP), Ms Campbell, who can be contacted by ringing main school on 0121 454 5831. In the Preparatory School, the AC is the Deputy Head, Miss Claire Robinson, who can be contacted by ringing Prep Reception on 0121 454 2401.

1. Reporting Absences

Parents/carers are required to report any student absence via the school's online portal.

2. Daily Follow-Up of Unreported Absences

Any unexplained absences identified during morning registration will be followed up by Ms Hartley in senior school and Prep Secretaries in Prep between 9:00 a.m. and 10:30 a.m. on the same day.

3. Weekly Attendance Review

A year team pastoral meeting is held weekly in prep and senior school, during which time attendance data and any concerns are reviewed.

- Relevant names are passed to the Head of Year (HOY) in Senior School or the Assistant Head (Pre-Prep), Head of Year Three & Four or Head of Year Five & Six in

Prep, who determines whether the student should be monitored or if parental contact is necessary.

- Parental contact may be made via email or phone.
- All communications and outcomes are recorded on My Concern and reviewed at the weekly meeting with the Designated Safeguarding Lead (DSL) in the Prep and Senior School respectively.
- In Prep any communication with parents is recorded on Wellbeing Manager which is overseen by the Deputy Head (DSL)

4. Half-Termly Attendance Analysis

At the end of each half term, in the Senior School, Assistant Heads of Year, Heads of Year and the Deputy Head pastoral will collate and analyse attendance data for each year group. In the Prep School, the Deputy Head will work with the Assistant Head (Pre-Prep), the Head of Year Three & Four and Head of Year Five & Six to collate and analyse attendance data for each year group.

5. Parental Notification of Concerns

Letters will be sent to parents/carers of students whose attendance falls below the school's expected threshold (see appendix 7).

6. Parental Engagement

- The school recognises that parents and carers play a vital role in promoting good attendance and that the most effective attendance support is achieved through positive and collaborative relationships between home and school. The school is committed to working proactively with families to understand and address any barriers that may affect a pupil's attendance.
- Where attendance concerns arise, the school will seek to engage with parents and carers at the earliest opportunity. Discussions will focus on understanding the reasons for absence, identifying any support that may be required and agreeing appropriate strategies to improve attendance.
- Parents/carers may be invited into school to discuss attendance concerns with any one of the following individuals, Form Tutor, AHOY, HOY or a member of SLT
- Where safeguarding concerns arise, the HOY, Deputy DSL (DDSL), or DSL will make direct contact with parents/carers.
- The school will always seek to take a supportive and solution-focused approach. However, where attendance does not improve despite appropriate support and intervention, the school may seek advice from, or make referrals to, the relevant Local Authority attendance service in accordance with statutory guidance.
- Parents and carers are expected to:
 - Ensure that their child attends school regularly and punctually;
 - Notify the school promptly of any absence and the reason for it;
 - Engage constructively with attendance meetings and support plans where required; and
 - Work in partnership with the school to remove barriers to attendance wherever possible.

7. Monitoring of At-Risk Students

Students whose attendance falls below 95% will be monitored closely over the following half term.

8. Pre-Persistent Absence (90-95) Intervention

If a student is identified as at risk of pre-persistent absence, a meeting will be arranged with the HOY or DSL to discuss concerns and next steps.

9. Persistent Absence (Attendance Below 90%)

The Department for Education (DfE) defines persistent absence as attendance below 90%, meaning that a pupil has missed 10% or more of their possible sessions.

Whilst Edgbaston High School operates an earlier intervention threshold through its Pre-Persistent Absence category, attendance below 90% will be treated as persistent absence in line with national attendance guidance.

- Where a pupil's attendance falls below 90%, the school will:
- Review the pupil's attendance record and identify any barriers to attendance
- Meet with parents/carers and the pupil where appropriate.
- Consider whether any safeguarding, medical, SEND, emotional wellbeing or pastoral concerns are contributing to the absence.
- Implement or review an Attendance Support Plan.
- Monitor attendance over an agreed review period.

10. Action planning and Plan Monitoring

Where appropriate, a tailored attendance action plan will be created for individual students and their families to support improved attendance.

The HOY will monitor the implementation of any plan and assess progress towards improved attendance.

11. Severe Absence (Attendance Below 50%)

A pupil is considered to be experiencing **severe absence** where their attendance falls below **50%**. The school recognises that severe absence is a significant safeguarding concern and may indicate unmet educational, medical, emotional, social or welfare needs.

Where severe absence is identified:

- The Head of Year and Designated Safeguarding Lead (DSL) will undertake an immediate review of the pupil's circumstances.
- The school will work with the pupil and their parents/carers to understand and address any barriers to attendance.
- A multi-disciplinary response may be initiated, involving relevant internal staff and external agencies where appropriate.
- Consideration will be given to Early Help assessment, safeguarding intervention, medical support, SEND support, or referral to Local Authority attendance services, depending on the individual circumstances.
- An individual attendance support plan will be developed, setting out agreed actions, support strategies, review dates and intended outcomes.
- Attendance will be monitored closely, with regular reviews involving parents/carers and relevant professionals.
- All decisions and interventions will be recorded on the school's safeguarding and wellbeing systems.

The school recognises that pupils experiencing severe absence often require intensive support and that improving attendance is most effective when barriers are identified and addressed through a supportive and collaborative approach with families.

12. Escalation Process

If no significant improvement is observed after the six-week period, a further meeting will be held with parents/carers. At this stage, it will be communicated that ongoing persistent absence will necessitate referral to the Local Authority (LA) in Birmingham through a "Support First" referral process, or through referral to another relevant Local Authority attendance support team.

The relevant Local Authority may consider legal intervention, including Notices to Improve, attendance contracts, education supervision orders or prosecution where appropriate.

https://www.birmingham.gov.uk/downloads/file/29520/support_first_school_attendance_framework_and_guidance

Reporting of Non-Attendance to Local Authorities

In accordance with statutory requirements, Edgbaston High School recognises its duty to notify the relevant Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of 10 unauthorised days, where such absence is recorded using one or more of the following Department for Education (DfE) attendance codes: G, N, O, and/or U.

Where a pupil is failing to attend school regularly, but has not reached a continuous period of 10 unauthorised days, the school will implement and follow its internal procedures for monitoring and addressing concerning attendance, as detailed in this policy.

In cases involving the **absence of a pupil for a continuous period of 10 unauthorised days**, and where the relevant Local Authority has an established system for reporting such cases, the school will comply with that system. Additionally, the school will continue to follow its own procedures for managing concerning attendance in parallel.

Where the Local Authority does not have a system in place for reporting the **absence of a pupil for a continuous period of 10 unauthorised days**, the school will notify the Local Authority via email. This communication will include confirmation that the school is following the Local Authority's guidance for pupils who have unauthorised absence but whose whereabouts are known. (Please refer to Appendix 8 for further information regarding individual Local Authority reporting systems.)

EYFS and attendance monitoring

From September 2025 all early years providers must treat **prolonged absence** as a potential safeguarding concern and will therefore **track and monitor absences** and **follow-up on prolonged absences** by following the process outlined above.

It is not compulsory for Nursery & Kindergarten girls to attend school full-time. However, it is an **expectation that they will attend school on their specified days**. Some girls will only attend school for morning sessions and will be collected by parents/guardians at 1.10pm and must be signed out with a member of Nursery or Kindergarten staff.

Barriers to attendance

It is recognised that some pupils face greater barriers to attendance than their peers. These can include those pupils that have special education needs, are young carers, or suffer from long term medical health conditions, both mental health and physical health.

In these cases, the Deputy Head Pastoral along with the SENDCo, Head of Year and nursing team and any other outside agency will work together in order to put in place a plan/strategy to help them access their full-time education. This may include making reasonable adjustments to the timetable, accessing counselling during the school day or being able to retreat to "safe spaces" as necessary.

Supporting Parents

At times parents may need the support of school to help them with the attendance of their child at school. Parents are encouraged to contact school as soon as possible in this situation to seek help and advice from the Pastoral Team. Details of who to contact can be found in appendix 5.

Frequent Illness absence

While we recognize that illness is a legitimate reason for absence, frequent or prolonged illness-related absences can significantly impact a child's education and may require further scrutiny and support. Please see Appendix 6 for our approach when there is frequent absence due to illness with no known medical condition.

As per the statutory guidance "Working Together to Improve School Attendance" school must provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. See Appendix 8 for details of this reporting process.

Illness during the School Day

If a pupil becomes ill during the school day, she should be sent to the Medical Team. The Medical Team or member of the senior management team will then contact parents to ascertain whether she can be collected. No pupil may be sent home without the authorisation of parents.

Unauthorised Absence

Unauthorised absences include:-

- Truancy where a pupil deliberately absents herself from school.
- Unauthorised holiday in term time.
- Arriving in school after the register has closed.

Recognising Good Attendance

The following strategies are used to encourage good attendance:-

- 100% attendance is recognised at the end of each term in the Preparatory School.
- 100% attendance is also recognized at the termly year group awards assemblies. Pupils are supported on their return to school by the Form Tutor.
- The importance of good attendance is promoted and time out of school during term time discouraged.

Registers

Registration documents are legally required. In the Senior School and Preparatory school registration is carried out electronically am and pm. Unexplained absences are followed up by the Receptionist, or School Secretary in Preparatory School, by telephoning home.

Staff who take pupils out of school on a school day must leave an accurate register of pupils who have gone on the trip or Sports fixture with Reception.

Pupils who attend any activity, Music lessons etc, during registration must sign in before going to that activity. In Senior School, pupils sign in at Reception; in the Preparatory School, pupils sign in in classrooms.

The school ensures that statutory morning and afternoon attendance registers are taken within a single school-wide registration window and remain open for no longer than 30 minutes.

Punctuality

Punctuality to registration, lessons and whole-school events (such as morning Assembly) is expected and formal action will follow.

Persistent lateness to morning registration will be reported to parents by the form teacher and if necessary more formal action may be taken.

Registration Periods

A.M - 8:45-9-14

P.M - 2:00-2:09

EYFS (Nursery & Kindergarten)

Doors open at 8.15am and pupils are expected to be in school by 8.50am when the main Westbourne Gate closes. Pupils are regularly accounted for during the day and are always supervised. The afternoon registration period occurs at the same time as the Preparatory School.

Preparatory School (including Reception)

Pupils are expected to be in school by 8:40am and are recorded late if they are not in registration by 8:55am in the morning. The registration window opens at 8:45 and closes at 9:14am after which pupils are recorded as absent and the Prep School secretary will ring home to establish why the pupil is not in school. Pupils in the Preparatory school are escorted off the playground after lunch and into their classrooms, a registration occurs at this point. If a pupil is not accounted for at this point appendix 2 of this policy will be enacted. Afternoon registration takes place at 2.05pm, in line with the whole school registration period.

Senior School

Pupils are expected to be in their form room by 8:45am and are recorded late if they are not in registration by 8:55am. The register closes at 9:14am after which pupils are recorded as absent and the receptionist will ring home to establish why the pupil is not in school. In the afternoon pupils are expected to be in registration by 2:05pm and are recorded as late if not present by 2:09pm. If the pupil is not accounted for appendix 2 of this policy will be enacted.

Senior School lessons

Attendance at and punctuality to lessons are checked by all subject staff and failure to meet expectations is dealt with in accordance with our Behaviour Policy.

Leave of Absence

There are only a few instances where the school can grant an absence for a pupil:

1. Pupil is ill
2. Pupil is attending a medical or dental appointment
3. Pupil is attending an interview
4. Pupil is on agreed school study leave
5. A temporary, time-limited part-time timetable for the pupil agreed by the school with the parent
6. Pupil is taking part in a regulated performance
7. Pupil is attending an offsite approved educational activity
8. Pupil is attending work experience
9. Pupil is participating in an approved sporting activity
10. Religious Observance
11. Exceptional circumstances

In relation to point 10, it is important to note that the Department for Education does not consider **"a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance"**.

If you select "Exceptional Circumstances" parents will need to provide as much information as possible in the notes section of the Leave Request. Parents may be contacted to provide additional information before the request is approved.

The "Leave Requests" form is found on the iSAMS Parent Portal, "Interactive Forms" and then "Leave Requests". When parents submit a Leave Request, they should use the notes section to record relevant information to their request. Parents will receive an email confirming submission of the request and then a second email when the request has been approved or declined.

2. Monitoring

In Senior School monitoring attendance is carried out by the Heads of Year and the Deputy Head Pastoral and in the Preparatory School by Form Teachers and the Deputy Head.

All concerns relating to missing children will be documented on My Concern. The Deputy Head Pastoral will monitor data relating to incidents and update the policy as necessary

Evaluation and review

This policy is evaluated regularly when it is tested by the parent body and any additions and updates will be announced in staff safeguarding updates and governors will be informed. This policy will be reviewed every year, or before if appropriate.

Signed by Headmistress:

C. Amaro

Approved by
The Governing Body

Approved by the Governing Body:

Date:

1/9/26

Review Date: August 2027

Appendix 1

Children Missing Education Referral Form

Please complete and return this form by email to cme@birmingham.gov.uk with details of pupils who have unauthorised absence whose whereabouts cannot be traced. Please contact the CME team on 0121 303 4983 for background checks before completing this form.

This form should not be used for matters of persistent absence (see guidance notes below).

CHILD'S DETAILS					
SURNAME*					
FIRST NAME*					
GENDER*		DOB*		YEAR GROUP	
UPN*:					
CURRENT ADDRESS* (include post code)					
PARENT'S NAME/PHONE NO*					
CURRENT/PREVIOUS SCHOOL*					
DATE LAST ATTENDED:					
PUPIL STATUS* (Please tick/delete as appropriate)		☐ Looked After Child ☐ Formerly/Currently Known to Social Services ☐ Special Education Needs ☐ Traveller			

	YES	NO
Does the child have a history of non-attendance?		
Is there a pattern of unauthorised term time leave?		
Is this child subject to Private Fostering?		
Do you have any supporting documentation to support relocation out of Birmingham? Please attach.		

YOUR CONTACT DETAILS	
NAME	
JOB TITLE	
TEAM NAME	
TEL NO	
EMAIL	
DATE	

ACTIONS TAKEN PRIOR TO REFERRAL				
OUTCOME OF HOME VISITS				
DATE	AM	PM	ADDRESS VISITED: (if different from above)	WHO DID YOU SPEAK TO? {State relationship to the pupil as well as forename and/or surname)
SAFEGUARDING RISK APPRAISAL (TO BE COMPLETED BY DSL)				
Risk Assessment* (are there any known concerns/safeguarding risks; is this child known to Children's Social Care/subject to a Child protection assessment/plan?)				
Date any concerns referred to MASH:				
Outcome of referral to MASH:				

OUTLINE CURRENT CIRCUMSTANCES

Please return completed form to: cme@birmingham.gov.uk

DO NOT SEND CONFIDENTIAL INFORMATION UNSECURED. PLEASE ENSURE THAT YOU USE AN ENCRYPTION SERVICE.

GUIDANCE NOTES

- This form **should be** used for reporting pupils of statutory school age who are absent from school for more than 5 consecutive days without authorisation and **whose whereabouts are unknown**.
- For general reference, please consult the Department for Education's current statutory guidance on children missing education.
- This form **should not** be used for reporting pupils who are absent from school without authorisation **who remain resident at their known address or have moved to another known address**.
- Pupils who leave school and transfer to another school, or who leave school to another district and parents confirm their new address, should be reported to the School Admissions Service via the SECURE ONLINE PORTAL '**In-year notification of pupil movement**'
- Under the Education, Pupil Registration Regulations, schools and academies have a duty to carry out 'reasonable enquiries' into the whereabouts of pupils who meet the criteria for referral via this form. The enquiries schools and academies are expected to undertake are outlined in the checklist with their outcomes recorded on this form.

CHECKLIST

In most circumstances, the school's enquiries will commence **from the first day of unauthorised absence**. Have you:

- ✓ Called the CME team for background checks on the family e.g. schools attended by siblings?
- ✓ As the DSL ensured that any safeguarding concerns have been promptly referred to the Children's Advisory Support Service (CASS) on 0121 303 1888?
- ✓ Tasked appropriate staff to check with all members of staff who the pupil may have had contact with?
- ✓ Checked with the pupil's friends, siblings and known relatives at this school or other schools? Tasked appropriate school staff to conduct telephone calls to ALL numbers held on the pupil file? Tasked appropriate staff to conduct home visit(s) to the last known address of the pupil?
- ✓ If possible, enquired of neighbours as to the location of the family? Sent a letter to the last known address and recorded the outcome?

ALSO:

- ✓ If there is good reason to believe that a crime may have been committed, have you made a prompt referral to the Police? E.g. this is a very sudden, unexpected situation and/or there are cultural reasons to suspect that the pupil is at risk or there have been past suspicions concerning the pupil and family which, together with the sudden disappearance, are worrying?
- ✓ If the pupil is subject to a Child Protection plan or investigation, has the social worker been informed of the pupil's absence?
- ✓ Similarly as above if the pupil is 'looked after'?

In the three instances above, CASS should be informed immediately.

Appendix 2

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

There are various checkpoints throughout the day that would alert staff if a pupil was missing. In nearly every case, the pupil is not intentionally missing and is found safe and well on School premises. The School however cannot take this for granted and needs to act quickly and decisively in the case of an absent pupil. All pupils in both the Preparatory School and Senior School, have to register twice a day, at 8.45 am and at 2.05pm. Any pupil who leaves School during the day signs out on her departure and back in on her return. A child would only leave school with a prior request from a parent except in the case of Senior pupils visiting the Botanical Gardens.

If a pupil is unaccounted for, the following steps must be taken:

- It should be ascertained, as soon as possible, when the pupil was last seen by an adult or by another pupil if the latter is more recent. Accuracy is vital at this stage.
- The pupil's timetable must be scrutinised to see if they might be having an extra lesson or practice such as Learning Support, Music, Drama, Sport or a house event.
- A thorough search of the School must be undertaken. If it is believed that the pupil has left the premises the tutor should check if their bag/ blazer are missing.
- The Head and the Deputy Heads must be informed and this information then cascaded down to other appropriate staff whose combined duty it is to ensure correct procedures are followed.
- The pupil's parents and/ or guardian must be contacted. In many instances the pupil will have been collected by them but failed to sign out and/ or ask the School for permission for an early departure. Care must be taken not to alarm parents before carrying out the preliminary checks.
- Staff handling the situation must meet at quarter-hourly intervals to pool their information. Procedures for locating a missing child should take no longer than one hour, within which time the police must have been informed. They may suggest contacting local hospitals for information.
- A written record of the situation and steps taken must be completed as soon as possible.

Appendix 3

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- Contact child on mobile device.
- Contact security at the venue.
- An adult would search the immediate vicinity. Another member of staff should contact the school Educational Visits Coordinator (EVC).
- Inform the Head of the Preparatory School or Senior School and DSLs.
- Ask the Head to ring the child's parents and explain what has happened and what steps have been set in motion. Ask them to come to the venue depending on the location/the school at once.
- The remaining children would be taken back to a place of safety until the situation is resolved.
- The DSL would inform the Birmingham Safeguarding Children Partnership.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- The Insurers would be informed.
- A decision to be taken regarding crisis communication.
- A RIDDOR report will be made if appropriate.
- A full record of all activities taken up to the stage at which the child is found will be made for the incident report.

Appendix 4

ACTIONS TO BE FOLLOWED AS SOON AS POSSIBLE BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head of the School will speak to the parents to discuss events and give an account of the incident.
- All those involved will be asked to provide a written statement of their account.
- A full investigation will be carried out and a report written - procedures adjusted as necessary.
- A full report will be compiled and considered by the SMT and Health & Safety Committee.
- Media queries should be referred to the Head of Marketing and Development.

Appendix 5

Please contact the respective Head of Year for your daughter's year group if you would like to discuss any concerns that you may have over attendance.

Pre-Prep (Nursery, Kindergarten, Reception, Year One, Year Two)	Mrs Robinson	robinsonh@edgbastonhigh.co.uk
Year 3 & Year 4:	Mrs Pavlovic	pavlovicc@edgbastonhigh.co.uk
Year 5 & 6:	Mrs Villiers-Cundy	villierscundyg@edgbastonhigh.co.uk

If they are not available or if you have an urgent issue, please contact the Deputy Head, Miss C Robinson: Robinsonc@edgbastonhigh.co.uk; Tel: 0121 454 2401

Year 7 & 8:	Ms Jones-Owen	jonesowenn@edgbastonhigh.co.uk
Year 9:	Mr Shutt	shuttr@edgbastonhigh.co.uk
Year 10:	Ms O'Hare	Ohares@edgbastonhigh.co.uk
Year 11:	Ms Ajmal	Ajmalg@edgbastonhigh.co.uk
Year 12:	Ms Ehiogu	ehioguz@edgbastonhigh.co.uk
Year 13:	Ms Parsons	parsonsg@edgbastonhigh.co.uk

If they are not available or if you have an urgent issue, please contact the Deputy Head Pastoral, Ms Cirillo-Campbell (Ms Campbell); email address is cirillocampbellt@edgbastonhigh.co.uk
Tel: 0121 454 5831 ext. 227.

Appendix 6

Frequent Illness Absence

The school recognises that illness is a legitimate reason for absence and understands that periods of ill health can affect a pupil's ability to attend school. We are committed to working in partnership with families to support pupils whose attendance is affected by physical or mental health needs, whilst ensuring that every pupil is able to access their education as fully as possible. Decisions regarding illness-related absence will be made on an individual basis, taking account of the pupil's circumstances, attendance history and any available information regarding their health and wellbeing.

The school recognises that genuine illness is a legitimate reason for absence and that parents are normally best placed to judge whether their child is too unwell to attend school. The school will therefore not routinely require medical evidence to authorise illness-related absence.

The school recognises that frequent or prolonged illness absence may, in some circumstances, be an indicator of unmet educational, medical, emotional or safeguarding needs and will consider whether further assessment or support is required.

However, where a pupil experiences frequent, prolonged or repeated absences due to illness, the school may need to work more closely with the pupil and their family to understand the underlying reasons for the absence and identify any support that may be required.

Where concerns arise regarding attendance due to illness, the school may:

- Contact parents to discuss the pattern of absence and explore any barriers to attendance.
- Arrange a meeting with parents, the pupil and relevant members of staff where appropriate.
- Consider whether pastoral, medical, SEND, counselling or other support may be beneficial.
- Develop an attendance support plan where appropriate.
- Liaise with relevant healthcare professionals or external agencies, with parental consent where required.
- Monitor attendance and review progress over an agreed period.

The school may request medical evidence where this is considered reasonable and proportionate. This is most likely to occur where:

- There are significant levels of illness absence.
- A pattern of absence causes concern.
- The school is unable to determine whether an absence should be authorised.
- The pupil is approaching attendance thresholds that require additional intervention or reporting.
- The school needs further information in order to provide appropriate support.

Examples of evidence may include, but are not limited to:

- Appointment cards or letters.
- Hospital discharge information.
- Prescriptions.
- Evidence of consultations with a healthcare professional.
- Other relevant documentation confirming medical involvement.

The absence of medical evidence will not automatically result in illness absence being unauthorised. Decisions will be made on a case-by-case basis, taking account of all available information, the pupil's individual circumstances and any previous attendance history.

Where the school has reasonable grounds to believe that a pupil will miss, or has missed, 15 school days consecutively or cumulatively because of illness, the school will comply with its statutory duties to notify the relevant Local Authority and will work with the family and any relevant professionals to support the pupil's education and wellbeing.

Appendix 7

Attendance percentages and follow up

95% and above is our expected attendance from all pupils

90-95% (pre-persistent absence level) Head of Year & Prep - Deputy Head (DSL)

Below 90% (persistent absence level) HOY DSL and DDSL. Prep – Head of Prep and Pre-Prep and Deputy Head (DSL)

Below 50% Severe Absence. Immediate DSL intervention with consideration of Local authority involvement

Sample Letter to parents:

Attendance: (*attendance %*)

Dear Parents,

While we appreciate that some absence from school is inevitable due to illness or family circumstances we must advise you that your daughters attendance since (*period of monitoring and % attendance*)

This is a cause for concern as it equates to approximately (*number of lessons*)

Catching up on work missed because of any absence can cause pupils anxiety. In the longer term it can also hinder academic performance as pupils are not accessing valuable lesson time.

The aim is for all pupils to strive for over 95% attendance.

Thank you for your co-operation in this matter.

Yours sincerely,

Lates letter

Dear Parent/Guardian

Re: Persistent Lateness

We appreciate that traffic and juggling work and family commitments may occasionally cause issues with punctuality to school. However, this (*week, fortnight, half term, term*) so far your daughter has been late to registration (*number of lates*)

When pupils arrive late, they miss essential instructions regarding the school day, whether it be during form time or assembly. If they are late for afternoon registration they may miss out on essential notices.

Please can you support us in maintaining our standards for attendance and punctuality by talking to your daughter about the importance of arriving to registration on time.

Many thanks for your cooperation in this matter

Appendix 8

Reporting of illness to the Local Authority of those children who have missed 15 days (cumulative or consecutive due to illness).

Reporting the absence of a pupil for a continuous period of 10 days where their absence has been recorded as unauthorised.

Local Authority	Reporting Requirement
Birmingham	System in development. Report to Education Legal Intervention Team if pupil expected to miss 15+ days due to illness. No form for reporting 10 continuous days of unauthorised absence.
Sandwell	No specific forms; schools work with Attendance Support Service to monitor and escalate concerns.
Solihull	Schools liaise with Attendance and EHE Advisory Team when illness absence becomes prolonged. No form for reporting 10 continuous days of unauthorised absence.
Worcestershire	Complete 'Absence and Irregular Attendance Form' to notify LA of 10+ days continuous or 15+ days expected illness absence.
Walsall	No specific forms for reporting absence; schools expected to inform LA when barriers to attendance arise, especially for EHCP or medical needs.
Wolverhampton	Submit 'Attendance Notification Form' on day 15 of cumulative or consecutive illness absence; LA assesses Section 19 support. No form for reporting 10 continuous days of unauthorised absence.

APPENDIX 9

SCHOOL ATTENDANCE CODES - DESCRIPTIONS AND MEANINGS

School Attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence

O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for noncompulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

Key

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances