

Attendance and Children Missing Education (CME) Policy

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School:	<i>All Schools</i>
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Approved by:	<i>The Executive Board</i>
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Next review due by:	<i>1st September 2027</i>

1. Summary

At Educ8, we recognise that good attendance is fundamental to safeguarding, educational achievement, wellbeing, and positive life outcomes.

We are committed to ensuring every learner receives their full educational entitlement through regular attendance and punctuality. We also recognise that poor attendance may be an indicator of wider safeguarding concerns.

This policy outlines the school's approach to promoting excellent attendance, reducing persistent and severe absence, and fulfilling our statutory responsibilities regarding children missing education (CME). This policy follows strict legal expectations, standardised national thresholds, daily data-sharing mandates and explicit cohort tracking.

Attendance is everyone's responsibility.

2. Legislative and Regulatory Framework

This policy has regard to:

- The Education (Independent School Standards) Regulations 2014
- The Education (Pupil Registration) (England) Regulations 2024
- The Education Act 1996
- The Children Act 1989 and 2004
- Keeping Children Safe in Education (KCSIE)
- Working Together to Improve School Attendance
- Children Missing Education: Statutory Guidance for Local Authorities
- Working Together to Safeguard Children
- The Equality Act 2010
- The Data Protection Act 2018 and UK GDPR

3. Purpose & Scope

This policy applies to all learners enrolled at the school, including those who:

- Attend part-time or on reduced timetables
- Access alternative provision
- Are dual registered
- Receive off-site educational provision
- Have SEND or an EHCP
- Are Looked After Children (LAC)
- Have social worker involvement

The school remains responsible for safeguarding and monitoring attendance for all learners on roll.

This policy will be displayed on the school website and will be sent to parents/carers annually and on the arrival of new learners throughout the academic year.

PART A - ATTENDANCE

4. Aims

The school aims to:

- Promote a culture of excellent attendance.
- Ensure attendance is viewed as a safeguarding priority.
- Identify attendance concerns early.
- Work collaboratively with families and agencies.
- Remove barriers to attendance.
- Reduce persistent and severe absence.
- Maintain accurate attendance records.
- Ensure compliance with statutory requirements.

5. Roles & Responsibilities

5.1 Proprietor/Executive Board

Proprietor/Executive Board will:

- Monitor attendance trends and data.
- Hold leaders accountable for attendance outcomes.
- Ensure sufficient resources are allocated.
- Review attendance and CME arrangements annually.

5.2 Headteacher

Headteacher will:

- Lead the strategic approach to attendance.
- Ensure policy implementation.
- Oversee attendance interventions.
- Authorise exceptional leave requests.
- Ensure attendance concerns inform safeguarding decisions.

5.3 **Attendance Champion**

Attendance champion will:

- Monitor attendance daily.
- Analyse attendance patterns.
- Identify learners at risk.
- Coordinate interventions.
- Liaise with parents and external agencies.
- Produce attendance reports.

5.4 **Designated Safeguarding Lead (DSL)**

The DSL will:

- Review attendance as part of safeguarding oversight.
- Assess safeguarding risks linked to non-attendance.
- Coordinate welfare checks.
- Escalate concerns where necessary.

5.5 **Staff Responsibilities**

All staff will:

- Promote positive attendance.
- Complete registers accurately.
- Report attendance concerns promptly.
- Support learners experiencing barriers.

5.6 **Parents/Carers**

Parents/carers must:

- Ensure regular attendance.
- Notify school of absences promptly.
- Attend meetings where required.
- Work collaboratively with the school.

5.7 **Learners**

Learners are expected to:

- Attend regularly and punctually.
- Engage positively with learning.
- Discuss barriers to attendance with staff.

6. Attendance Expectations

The school expects attendance of at least 95%.

Attendance	Category
97 - 100%	Excellent
95 - 96.9%	Good
90 - 94.9%	Cause for concern
Below 90%	Persistent Absence
Below 50%	Severe Absence

Attendance data is reviewed weekly.

7. Recording Attendance

Registers are completed twice daily at the exact same time for all learners:

- Morning session
- Afternoon session

Registers will:

- Record attendance accurately using approved attendance codes
- Be retained for a minimum of six years
- Be completed within 30 minutes of session start times

The school will use attendance codes in accordance with current statutory guidance. The school now uses updated procedures to specifically identify and track key vulnerable groups, naming young carers explicitly alongside children with specific medical or SEND needs.

Each school will complete an attendance statement of intent, showing the timings of each school day and the key contacts and responsibilities of both school and parent. This intent must be displayed in prominent positions around the school building.

[T0106SA Attendance Statement of Intent](#)

8. Reporting Absence

Parents/carers must notify the school before the school day starts or within 30 minutes of the school day starting.

Notification should include:

- Reason for absence
- Expected duration

Where no reason is provided, the absence will be recorded as unauthorised until satisfactory evidence is received.

9. First Day Response Procedures

Where a learner is absent without explanation:

1. Telephone call to parent/carer.
2. Text message/email.
3. Contact emergency contacts.
4. Review safeguarding records.
5. Conduct welfare visits where appropriate.
6. Escalate concerns to the DSL.

All actions will be recorded.

10. Medical Appointments and Illness

Routine medical appointments should be arranged outside school hours where possible.

The school may request evidence for:

- Frequent illness absences
- Medical appointments
- Ongoing health conditions

Repeated illness absence may trigger additional support.

11. Leave of Absence

Leave during term time will only be authorised in exceptional circumstances.

Requests must:

- Be submitted in writing in advance

- Explain the exceptional circumstances

The school does not grant automatic or blanket leaves of absence for term-time holidays or events. The Headteacher's decision is final.

12. Punctuality

Learners are expected to arrive on time.

Persistent lateness will be monitored and addressed through:

- Parent communication
- Attendance meetings
- Support plans

Late arrivals after registers close may result in an unauthorised absence mark.

13. Attendance Intervention Framework

Stage 1: Early Support

Attendance below 95%.

Actions:

- Parent contact
 - Barrier identification
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Stage 2: Attendance Concern

Attendance below 90%.

Actions:

- Formal meeting
 - Attendance support plan
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Stage 3: Intensive Support

Attendance below 80%.

Actions:

- Multi-agency involvement

- Safeguarding review
-

Stage 4: Severe Absence

Attendance below 50%.

Actions:

- Senior leadership oversight
- Local Authority involvement (which may lead to Fixed Penalty Notices)
- Enhanced safeguarding arrangements

Part B - Children Missing Education (CME)

14. Definition

A child missing education is a child of compulsory school age who:

- Is not registered at a school; or
- Has been absent from education for a prolonged period without explanation.

Children missing education are at increased risk of:

- Abuse and neglect
- Exploitation
- Radicalisation
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Forced marriage
- Honour-based abuse

15. Identifying CME Risk

Potential indicators include:

- Persistent absence
- Sudden decline in attendance
- Repeated unauthorised absences
- Family mobility
- Frequent changes of address
- Extended holidays abroad

- Poor parental engagement
- Missing appointments

Any concerns must be reported immediately to the DSL.

16. CME Procedures

Where a learner's whereabouts are unknown, the school will:

- Attempt contact with parents/carers.
- Contact emergency contacts.
- Undertake home visits where appropriate.
- Check with known agencies.
- Review safeguarding records.
- Contact previous settings where relevant.

All actions must be documented.

17. Removal from Roll

Learners may only be removed from roll in accordance with statutory regulations.

Before removal, the school will:

- Make reasonable enquiries to establish the learner's whereabouts.
- Notify the Local Authority where required.
- Maintain records of all enquiries undertaken.

The school will notify the Local Authority when:

- A learner is removed from the roll.
- A learner fails to attend.
- The school cannot establish the learner's location.

18. Elective Home Education

Where parents express an intention to educate at home:

The school will:

- Inform the Local Authority.
- Ensure parents understand their responsibilities.
- Continue to safeguard the learner until removal from roll is appropriate

19. Safeguarding

Attendance and CME concerns are safeguarding matters.

Attendance data is reviewed alongside:

- Safeguarding records
- Behaviour incidents
- SEND information
- Social care involvement

The DSL will ensure appropriate action is taken where concerns arise.

20. Vulnerable Groups

The school will monitor attendance and CME risks for:

- Learners with SEND
- Learners with EHCPs
- Looked After Children
- Previously Looked After Children
- Young carers
- Learners with social workers
- Learners accessing alternative provision
- Learners eligible for Pupil Premium

21. Monitoring and Reporting

Attendance and CME data will be reported:

- Weekly to senior leaders
- Half-termly to governors/proprietors
- Termly to the Executive Board

Reports will include:

- Overall attendance
- Persistent absence
- Severe absence
- CME concerns
- Vulnerable groups
- Intervention impact

22. Data Protection

Attendance information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018

Information will only be shared where lawful and necessary to safeguard children.

Records on attendance will be kept for a minimum of six years.

24. Policy Review and Monitoring

This policy will be reviewed annually or sooner in response to:

- Legislative changes
- Updated guidance
- Local safeguarding requirements

Appendix A - Attendance Codes

The school will use current DfE attendance codes and ensure staff receive regular training on their application.

Appendix B - Attendance Escalation Pathway

Attendance	Response
95%+	Universal Support
90 - 94.9%	Early Intervention
80- 89.9%	Intensive Support
Below 50%	Severe Absence Procedures

Appendix C - Children Missing Education Flowchart

Unexplained absence identified



First-day response completed



Safeguarding records reviewed



Parent/carers and emergency contacts attempted



Welfare visit undertaken (where appropriate)



DSL risk assessment completed



Reasonable enquiries exhausted



Local Authority CME notification submitted



Ongoing multi-agency safeguarding oversight

Issue & Revision History

Issue	Description	Author	Effective Date
1.0	Initial Release	Jevon Payne	02/09/09
1.1	Annual Review	Jevon Payne	02/10/10
1.2	Annual Review	Jevon Payne	06/10/11
1.3	Annual Review	Jevon Payne	08/10/12
2.0	Annual Review Rewrite with amalgamation of Collection and Non-collection of Young People. Also with the addition of an attendance section. Revised document structure removing 'Reference Documents', added 'Summary' section, added 'Document Release', added 'Next Review Date', updated 'Scope', updated 'Definitions and Acronyms'	T. Warner / J. Payne	26/08/13
2.1	Annual Review	Debbie Payne	29/09/16
2.2	Annual Review	Debbie Payne	29/09/17
3.1	Annual Review Title change from 'Arrival Departure & Missing Person' Forms update Addition of Appendices	Debbie Payne	13/09/19
3.2	Update to 7.1.2.1 & Appendix A re Unauthorised Absence and the inclusion of T0052SA Non Attendance Letter	Debbie Payne	01/11/19
4.0	Annual Review Reduction of late time to 15 mins Removal of learners being able to leave site at lunch independently	Scott Thornton	09/11/21
4.1	Annual Review 8.1.1 Updated registration times KCSIE 22 referenced	Scott Thornton	01/09/2022
4.2	Group DSL changed to Head of Safeguarding	Jevon Payne	24/04/2023
4.3	Annual Review 3.Simplified Summary 8.1.1 Update attendance marks, remove CLM references/info 8.1.2.3 Late updated to 15 mins 8.1.2.1 Change Unexplained to Unauthorised 8.1.2.4 - 8.1.2.8 Added Removed reference to WI0026QT	Jevon Payne	04/07/23
4.4	Updated the Summary removing reference to WI0026QT	Jevon Payne	26/08/24
4.5	Removed section 3 first paragraph re breakfast clubs Added references to new DFE Codes 8.1 Removed first two statements around visitors and arrival time 8.1.2 Re written 8.1.2.4 to 8.1.2.8 Removed	Jevon Payne	04/06/25

	8.2 Change LADO to LCSP		
5.0	Re-write to include additional policy actions including Promoting regular attendance, Persistent Absenteeism (PA) and Severe Absenteeism (SA), Local Authority School Attendance Support Service (SAST), Deletion from Roll and absence data.	Jevon Payne	25/08/25
5.1	Annual Review	James McDonald	14/09/26