

**Sandy Lane Vision:**

- Fulfilling potential
- Unlocking Opportunity
- No-one left behind



**The Sandy Lane Way:**

- Resilience
- Excellence
- Self-awareness
- Passion
- Empathy
- Communication
- Teamwork

## Admissions & Attendance Policy Handbook

<b>Policy Handbook Approval Date</b>	<b>October 2025</b>
<b>Policy Handbook Renewal date</b>	<b>October 2026</b>
<b>Share with Staff</b>	<b>Yes</b>

- **BMDC Admission Guidance.**
- **Attendance Policy (School)**
- **Children Missing in Education**

## **BMDC Admission Guidance. 2025-26**

[The Admissions Team | Bradford Schools Online](#)

### **Sandy Lane Pupil Attendance Policy**

At Sandy Lane Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Sandy Lane Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect or bullying.

Good attendance at school is important for your child's education and establishes a positive working ethos early in life.

Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to Bradford Council and the Department for Education and are recorded on a child's annual report.

It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

The school day starts at 8.55am, children must be in school by this time, the doors open at 8.45am to ensure children can be in school for the start of the day and ready to start their lessons. A child who arrives at school past 9.15am will be recorded as having an unauthorised absence.

Every child's attendance is looked at carefully over each term. Children who manage to achieve 100% attendance at the end of each half term will be rewarded with a special attendance badge. Each child who manages to collect all badges throughout the year will be rewarded with a special gift or prize.

We recognise that due to unavoidable illness or circumstances that not all children will be able to attain 100% attendance. So we will also be recognising consistently outstanding attendance and most improved attendance by awarding stickers in our weekly attendance assembly.

We aim for our attendance figures here at Sandy lane Primary school to be consistently above national averages and will do all in our power to achieve that for the very best outcomes of our children.

Whilst we recognise that the large proportion of families ensures that their children come to school every day and on time, there are still too many whose attendance falls well below national expectations and need to be improved.

Parents need to telephone or email school by 8.45am to inform us if their child is ill and will not be attending school, if no communication is received the absences will be recorded as unauthorised. The Attendance Officer will contact parents after 9.00am if their child is absent because it is a safeguarding issue if children are not accounted for, but the absences will still be recorded as unauthorised. It is parent's responsibility to inform school if their child is not attending school that day.

If you need support around attendance you can contact the Mrs Walker on the school number: 01274 546495 or 07566788963

### **1. Extended leave and family holidays in term time:**

From 1<sup>st</sup> September 2013, the ***law has been changed (The Education (Pupil Registration) (England) Regulations 2006)*** which removes the statutory threshold of the discretionary 10 school days absence for the purpose of a family holiday or extended leave except for exceptional circumstances.

Consequently, **NO FAMILY HOLIDAYS OR EXTENDED LEAVE WILL BE GRANTED** for any child from this date.

Families must note that if they decide to take unauthorised leave e.g. go on extended leave in term time, then the schools will actively pursue the issuance of a fixed penalty notice which could lead to a minimum fine of £80 per child per parent.

Eg. If you have 3 children with a mother and father, then **each parent will be fined £80 per child**  $3 \times £80 = £240$  which would be £480 fine for the family.

Additionally, unauthorised attendance may result in your child losing their school place and being taken off roll.

A decision has been made by Bradford Council to change their approach to situations where families take two or more periods of unauthorised leave in a 12-month period, or when a period of four or more weeks of leave is taken. In these instances, Bradford Council will utilise the option to start legal proceedings via the magistrates' court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to £2,500 per child, per parent) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check). In rare circumstances, magistrates can consider a custodial sentence for up to 3 months. This change came into force from 1st April 2023.

**Any requests for leave in exceptional circumstances will be referred to the Governor Attendance panel for a decision. Parents will be notified of the panel's decision in writing.**

**If unauthorised holidays are taken after this point. The attendance panel will instruct school to actively pursue the issuance of a fixed penalty notice.**

### **Absence from Year 2 & Year 6**

**The Governors at Sandy Lane Primary School would like to make clear to parents that absence in these crucial years, especially before or during statutory assessments will only be granted in the most exceptional of circumstances to pupil who have an attendance figure of 98% or above.**

#### **2. Absence from School**

Parents are responsible for ensuring their children attend school every day but where a child is ill and it is not appropriate for them to attend, then absence will be authorised. However, in the past, a minority of parents have abused the system, resulting in their children having extremely low attendance. For this reason,

- Illness will not be accepted as a reason for absence where children have regular, minor illness which cannot be substantiated and adversely affect their attendance at school.
- When children are regularly absent through illness, we may ask that they see a doctor and that the appointment card and medication is shown at the school office.

In the event that we become concerned about the amount of time a child is having off school for illness we will take the following action:

- Issue a letter of concern about a child's poor attendance due to illness. The letter will ask parents if they need support from the school to help with the situation.
- After 2 weeks the pupils attendance will be monitored and if there is no improvement the school will issue a further letter which starts a 4 week period of monitoring and support for both the parents and the child.
- During this period all absences due to illness will require proof of illness from a doctor.
- After 4 weeks if the attendance has improved. No further action will be taken, but this child will continue to have their attendance patterns monitored.
- If attendance is still poor the Inclusion leader will see if grounds have been met to issue fixed penalty notice for unauthorised absence. (6 sessions unauthorised absence over a six-week period)

- Parents must note that where a child has **10 unauthorised sessions (1 session is half a day so 10 sessions = 5 days) in any 10-week period**, then this could lead to the issuance of a fixed penalty notice which could lead to a minimum fine of £80 per child per parent.
- Staff will ask questions when parents telephone about illness so that they can give the correct advice about how long the child should remain absent etc.

### **If you value your child's education – Don't Miss A Day**

#### **The Positives – Research shows:**

- Children who have 95% attendance or above do better at school and better in later life
- Children who have 95% attendance or above are more confident, happier and find school more enjoyable
- Children who have 95% attendance or above find transition to Secondary School easier

#### **The Positives – At Sandy Lane:**

- Children with excellent attendance are rewarded with badges in assembly
- Children with improved attendance are rewarded with badges in assembly.
- Children who have 100% attendance visit our end of term Attendance Party!
- All classes that achieve on or above the national average will receive a counter in their class attendance jar. The class with the most counters at the end of the term will receive a special class reward.

**Sandy Lane Primary School's attendance target is to be in line or above national.**

**National Average 2025: 94%**

**Check the website for how we did last week!**

**Help us to achieve it!**

# Remember:

**No Term Time Holidays!**

**No appointments in school time!**

**Be on time all the time!**

**Only keep your child off when they REALLY cannot come to school**

## Absence related to lateness

The school requires all children to be in school and ready to learn by 8.50am. The doors open at 8.45am and close at 8.50am. Children who arrive after 8.50am will have to be taken to the school office and signed in by their parents and marked as late. Any children who arrive after 9.00am will be marked as having an unauthorised absence.

## **Children Missing Education**

**Sandy Lane Primary School follows Bradford Council protocols below:**

### Children Missing Education (CME)

Children Missing Education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school i.e. privately or electively home education (EHE).

### Why is the work around Children Missing Education (CME) a priority?

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

### What are we required to do?

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. In order for Local Authorities to fulfill this duty, it is crucial that school, health services and other partner agencies act when they are aware of or believe that a child is missing from education. This should include reasonable enquiries to obtain as much information as possible such as names, addresses, contact details, emails, details of other family members, friends etc. Agencies should act quickly to make reasonable enquiries to try and ascertain the child's whereabouts to avoid the child becoming CME. Only once these reasonable enquiries

have been completed and the whereabouts of the child are still unknown or unconfirmed should a Children Missing Education (CME) referral be made the Local Authority.

### **Reasonable enquiries by the referrer**

Schools must follow their own policies and procedures for responding to pupils not attending school. As soon as a child is believed to be missing education, enquiries in preparation for a CME referral should include:

- Contacting family, relatives, neighbours and where appropriate landlords and other significant adults
- Making enquiries within school with class teachers, friends (if appropriate)
- Liaising with schools attended by siblings
- Conducting home visits (home visits must be recent and be completed within the period in which the child is believed to missing education)
- Sending letters and/or emails
- Checking with previous schools (if appropriate)
- Checking with other agencies known to be working with the family
- If you have been provided with a forwarding address in the UK, it is expected that you make enquiries with that Local Authority

This list is not exhaustive; cases should be taken on an individual basis meaning that enquiries may differ case to case.

**If at any point there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).**

### **Making a referral**

If enquiries by the school do not lead to identifying the whereabouts of a child, a CME referral should be completed. This should be done within a timely manner, no longer than 10 school days after a child has last attended school or their whereabouts were last known.

The updated CME referral form can be found [here](#). Referrals on old forms will not be accepted.

The referral should be completed electronically and submitted electronically to [CME@bradford.gov.uk](mailto:CME@bradford.gov.uk)

Referrals will not be accepted via post or via telephone.

**Where there are siblings at other schools, please liaise with them before making a referral. In some cases, the other schools may have located the family through enquiries and therefore a referral will not be required. Where a family have provided an address in another Local Authority, enquiries must be made with that authority to try confirm the whereabouts of the family before making a referral. If the family have provided an address out of the country and you are satisfied that they have left and have no safeguarding concerns, a referral is not required. The off roll proforma is still required for all pupil's taken off roll at non-standard transition points. See on/off roll proforma information below.**

Children who are not statutory school age should be referred as CME if there are safeguarding concerns, if the child is a sibling of a statutory school aged child and/or if they are due to become statutory school age in the upcoming term.

**If you have submitted a CME referral and you have any additional information about the family's location, please update us. Even cases that are closed as inactive (if we have been unable to locate them) are reviewed and any information is gratefully received in supporting to identify the whereabouts of children who are missing from education.**

### **What the Local Authority will do when they receive a CME referral**

Once the Local Authority receives and accepts a Children Missing Education (CME) referral, we will:

- Check local databases
- Attempt to make contact with the parent, relatives and neighbours using known contact details
- Check school2school database
- Conduct checks with health, police, Children's Social Care and other partner agencies.
- Conduct additional home visits if required
- Send warning letters to the family reminding them of their legal duty as a parent to ensure their child receives a suitable education
- Contact other Local Authorities/areas if required

This list is not exhaustive; cases are taken on an individual basis meaning that enquiries may differ case to case.

The process of our checks may take at a minimum of 6-8 weeks, this is because we liaise with multiple external agencies to form our enquiries. **Please do not contact us for an update if you have submitted your referral less than 6 weeks ago.** We are dealing with an extremely high volume of referrals and are endeavouring to respond to them as quickly as possible. We will contact you as soon as we are able to agree off-rolling.

### **Secure email**

Emails can be sent securely to the [CME@bradford.gov.uk](mailto:CME@bradford.gov.uk) if you are sending from one of the following domains:

@bradford.gov.uk

@oneadoptionwy.leeds.gov.uk

@bdct.nhs.uk

@anhst.nhs.uk

@bthft.nhs.uk

@bradford.nhs.uk

@cabad.org.uk

@westyorkshire.pnn.police.uk

@NSPCC.org.uk

If you are not sending from one of these domains, you will need to check with the relevant person within your organisation about using additional encryption such as GalaxKey before you send the email. It is your responsibility to assure yourself that information you send can be received securely by its intended recipient.

### **Removal from roll**

Pupil's should not be removed from roll until the Local Authority confirms to you in writing that they have exhausted their enquiries and have been unable to ascertain the pupil's whereabouts; or have ascertained the pupil's whereabouts but the pupil is not within reasonable travelling distance from your school. At this stage, if school agree that joint reasonable enquiries have been made and no new information has come to the attention of school that might support in ascertaining the pupil's whereabouts then the pupil can be removed from roll. Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 provides clear grounds for when a pupil of compulsory school age can be deleted from the admission register.

### **On/Off roll proforma**

All schools are required to notify the Local Authority within 5 days when a pupil's name is added to the admission register at a non-standard transition point. Schools must also notify the local authority when a pupil's name is to be removed from the admissions register at a non-standard transition point under any of the fifteen grounds set out in the Pupil Registration Regulations as soon as the ground for removal is met and no later the time at which the pupil's name is removed from the register. The on/off roll proforma allows schools to submit this information to the Local Authority easily.

### **Off roll proforma for CME**

Please ensure the proforma is completed in full with your most up to date information. If you have ascertained details of a new school, please check that you have the full name and address of the school. <https://get-information-schools.service.gov.uk/> is a useful website to use when confirming the details of other schools in England.

The proforma should be completed in full and with your most up to date information.

The off roll proforma has been updated (live from 07/07/2020) to ensure it captures key information for children been removed from the admissions register. If you have any queries or feedback about the new proforma, please contact the CME team.

### **CME Procedures**

The focus on identifying and referring children missing from education continues to be a high priority. As soon as a pupil is suspected of being missing from education, the school should commence enquiries to establish their whereabouts. If, through these enquiries, it is established that the child is missing from education and their whereabouts cannot be confirmed, then a CME referral should be made straight away. Schools need not wait any length of time to make that referral.

We have recently received guidance from the DfE around pupils who are out of the country. It states that schools will need to consider regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, and consider taking legal advice before deleting a pupil's name from the register.

In order to delete the pupil under regulation 8(1)(e), a school would need to have evidence that the pupil 'no longer ordinarily resides at a distance from the school which is reasonable.' Regulation 8(4)

sets out that 'a pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences'. Schools should communicate with the family and ascertain a residence which is a reasonable distance from school if they wish to remain on roll.

In the absence of any communication from the family a CME referral may be appropriate. Please only refer to the CME team if you believe that a child is missing from education. If schools have reason to believe that the grounds for deletion are met, they should make every effort to inform the family of this, and must alert the local authority via the Off rolling proforma when removing from roll.

The service has had an increased volume of referrals over recent weeks and are working to make initial enquires as quickly as possible. If you have any additional information to share following your initial referral, please do so by email. Please be assured that your referral is being progressed and the team will contact the referrer when their enquires establish that a child can be removed from the school's roll.