



**WHERE STARS SHINE**

# **ATTENDANCE POLICY**

**Policy Lead** Local Academy Committee  
**Committee:**

**In consultation with:** Senior Leadership Team

**Approved by:**

A handwritten signature in blue ink, appearing to read 'R. G. Jones'.

**Date:** 27<sup>th</sup> September 2023

**Policy Date:** Autumn 2023

**Review Date:** Autumn 2024

**Review Frequency:** Annually



## **1. Introduction and Statement of Intent**

We recognise that punctual and regular school attendance is essential to ensure uninterrupted progress and to enable children to meet their full potential. We expect all children on roll to attend every day, when the school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

This policy is one of a series in the school's integrated safeguarding approach:

Acceptable Use Policies – Staff / Children, Anti-Bullying, Behaviour Management, Concerns and Complaints, Curriculum, Escalation, First Aid, Health & Safety, Health & Well-Being, Intimate Care, Lone Working, Children in Care, Offsite Visits, Positive Handling, Risk Assessments, Safeguarding & Child Protection, Safer Recruitment, Sex, Health & Relationships, SEND, Single Central Record and Staff Code of Conduct.

### **UNITED NATIONS COVENTION ON THE RIGHTS of the CHILD**

#### **ARTICLE 28**

Every child has the right to an education.

## **2. School Responsibility**

We are responsible for supporting the attendance of our pupils and for responding to difficulties and issues which might lead to non-attendance.

We adopt a positive and proactive approach towards attendance matters and encourage parents to take an active role in the schooling of their children, acknowledging that they play a major role in improving levels of attendance and punctuality and in reducing absenteeism.

Under the Education (Pupil Registration) (England) Regulations 2006 the governing body is responsible for making sure that admissions and attendance registers are kept. Unless stipulated, each regulation applies to all schools in England.

The Education (Pupil Registration) (England) Regulations 2006 restricts authorised leave of absence to be for families with exceptional circumstances. The decision rests with the school and only the Head teacher (in the absence of the Head teacher, this can be delegated to a

Severn Federation Academy Trust (Co. No. 13034661)





member of the SLT) can authorise any leave of absence (all applications for absence requests must be made in advance by the parent the pupil normally resides with.

The Education (School Attendance Targets) (England) Regulations 2007 require governing bodies of all maintained schools to set overall absence targets, and for some governing bodies to set "focused absence targets" as required by the Secretary of State. School governors are bound by the statutory requirement under Section 538 of the Education Act 2006, which requires governing bodies to provide information requested by the Secretary of State. This includes absence data that will be collected every term through the School Census.

The Headteacher holds responsibility for attendance matters, supported by the Attendance Administration staff and the Pastoral Behaviour Support Worker.

Attendance is recorded and data stored and analysed using the SIMS Attendance module.

It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court. Class Teachers are legally responsible for marking their class register twice per day at the start of each session.

**Each child's attendance can be summarised as:**

**98%+ Excellent** – Well done! This will help all aspects of their progress and life in school.

This will give them a good start in life and supports a positive work ethic.

**95 -97% Good** – Well done, strive to build on this.

**85 –94% Poor** – Absence is now affecting attainment and progress at school. Please work with the school urgently to improve the situation.

**Below 85% Unacceptable** – Absence IS causing **SERIOUS CONCERN**. It is affecting attainment and progress and is disrupting your child's learning.

**At Severnbanks we expect 100% attendance. Each child should be in school every day the school is open.**

**We will work with you to improve your child's attendance.**

Permitting absence from school without a good reason is an offence by the parent or any persons who have day to day care of the child. Only the school can authorise absence. The school will not assess all reasons as 'valid'. Absence for any reason during term time is discouraged.

Absence known to be for the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours

The local authority has full responsibility for prosecuting parents where absence continues to be problematic.

**At Severnbanks Primary School we aim to have a whole school attendance rate of 100%.**

Severn Federation Academy Trust (Co. No. 13034661)



Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

- a) In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance; they are reminded of this duty in the school prospectus
- b) Prior to the engagement of the school's parental liaison officer, the school may issue letters to parents clearly defining the concerns within school regarding a pupil's absence. It is hoped that a quick response and change in levels of absence will prevent the need for involvement.

### **3. Arrival and Registration**

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The gates are open at 8:30; the doors are open by 8:45 and all children should be in the school ready to register. The register is taken twice a day. A day counts as 2 attendances. Morning registration ends at 9:00 a.m. If a child arrives after the registration period, he/she must report to the school office and will be marked as 'Late'. Arrival after 9.15am is recorded as an unauthorised late mark. Punctuality is also important as lateness impacts on learning not only for the individual, but the class as a whole.

#### **3.1 Attendance Register**

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning





- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school (other authorised absence)
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma, and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances (partial and forced closure i.e. severe weather)
- Z = Pupil not on admission register

When the school has planned to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

#### **4. Responsibilities of Parents**

A parent means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

***The local authority and school will need to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day to day responsibility for a child.***



Parents are responsible in law for ensuring that their children attend the school at which they are registered daily, on time, properly dressed and in a fit condition to learn. (Parents are also responsible for ensuring that their children stay at school once they have registered.)

We acknowledge that Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:

- a) take an active interest in their child's school life and work;
- b) attend parents' evenings and other school events;
- c) ensure that their child completes his/her homework and goes to bed at an appropriate time;
- d) be aware of letters from school which their child brings home;
- e) ensure that their child arrives at school on time each day;
- f) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- g) provide evidence of medical appointments and/or receipts for any medication purchased during a period of illness.
- h) always notify the school as soon as possible on the first morning of any absence;
- i) confirm this in writing when the child returns to school;
- j) avoid booking family holidays during term-time;
- k) talk to the school if they are concerned that their child may be reluctant to attend.

When a child is unwell, parents should contact the school before 9.15am on the first day of absence informing the school of the reason for absence. When a child is absent, the class teacher will record the absence in the register. As part of our Safeguarding Procedures, the school office will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child.

- a) Every effort should be made to arrange medical appointments outside school hours.
- b) An appointment card or verification by the doctors/dentist/ hospital may be required.
- c) If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- d) If your child is absent due to vomiting then they should not return to school for the next 48 hours after the last time that the child is sick. This is to reduce the risk of infection to other children and adults at school.

## **5. SEND Children**

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a





pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than **15 school days**.
- Provide the LA with information about the pupil's needs, capabilities, and programme of work.
- Support the pupil to reintegrate at school when they return.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.

## 6. Flexi-Schooling

Requests for flexi-schooling arrangements are at the discretion of the Headteacher. Each request will be considered on a case-by-case basis.

### 6.1 If Flexi schooling is agreed (Exceptional circumstances)

The school will work hard to maintain a smooth transition between education at home and education at school so that the child remains happy, supported and challenged.

If it appears that parent/carers are not providing a suitable education as agreed between the school and the parent, the school may ask the parent to take remedial action. If the parent declines to do so or the school is still concerned about the provision of education at home, the school may withdraw its agreement to the flexi schooling arrangement. The child would then be required to attend at school on a full-time basis.

The school will have a formal written agreement with the parents/carers about the flexi schooling arrangements so that expectations and understandings are clear for both parties. Refer to the appendix 3



## 6.2 Attendance Requirements

Before flexi-schooling commences an Attendance Agreement will be completed between the school and the parents/carers stating which school days / sessions the child will attend and how absences will be monitored and recorded. These days have to remain the same each week, unless there has been a formal meeting to make changes to the Attendance Agreement. There will be no flexibility to change these days in the event of a school trip / special event at school.

## 6.3 Review & Right to Withdraw

Flexi Schooling agreements will be reviewed at least each term, or as required. The school retains the right to withdraw a Flexi-schooling agreement at any time. Further information and guidance can be found on the Gloucestershire Council Website:

[https://www.gloucestershire.gov.uk/media/2090231/svrshir160-lnutland-desktop-flexi\\_schooling\\_info-revised-june-2019.pdf](https://www.gloucestershire.gov.uk/media/2090231/svrshir160-lnutland-desktop-flexi_schooling_info-revised-june-2019.pdf)

<https://www.gloucestershire.gov.uk/education-and-learning/home-education/>

## 7. Family Holidays /Absence during Term Time

The Local Academy Committee recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and in law, have to apply for permission in advance. Such permission is granted in accordance with arrangements made by the Local Academy Committee and in line with the Department of Education's statutory guidance and department advice, August 2013. When an application is made for authorised absence (**Appendix 1**) during term time the Headteacher will give consideration to the following:

- Nature of the proposed absence/is this an exceptional circumstance
- The age of the child
- The timing of the absence
- The attendance pattern in the present and previous academic years.

Examples of what may constitute exceptional circumstances:

- To have a short absence to attend a special religious/cultural observance.
- If a parent, due to nature of the work, cannot possibly take time off during the regular school holidays. This would need to be evidenced by a letter from the employer.

**Please note to have a week's holiday in school time because the cost is cheaper during term time, does not constitute an exceptional circumstance.**





### **7.1 Performances and activities, including paid work**

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which allows the child to perform. Applications for this type of work will need to be made via the usual absence request form available from the school office.

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that they are suitable for the pupil. Headteacher's permission must be requested for any such absence. Where there are concerns that the absence may cause education to suffer, school will liaise with the Local Authority

### **7.2 Religious observance**

Parents will be expected to request absence for religious observance at least two weeks in advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. The school may seek advice from the religious body in question where there is doubt over the request.

### **7.3 Gypsy, Roma, and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

### **7.4 SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the schools SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.



If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities, and programme of work
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs

## **8. Definitions**

Every half-day absence has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing or by telephone.

### **8.1 Authorised Absence**

An absence is classified when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Only a school can make an absence authorised. However, if the school deems there has been too many (frequent) absences, the school can request further evidence (GP/ Health professional).

Severn Federation Academy Trust (Co. No. 13034661)





## **8.2 Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences that have never been properly explained
- Holidays not agreed

## **9. Children missing education**

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'.

CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:

- has not taken up an allocated school place as expected,
- has 10 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

## **10. Penalty notices**

If a child of compulsory education age fails to attend regularly at a school at which they are registered or at alternative provision made for them then the parent may be guilty of an offence under section 444 of the Education Act 1996.

### **Payment of a Penalty Notice fine**

Arrangements for the payment are detailed on the Penalty Notice and are as follows:

- If paid within 21 days, the penalty is £60 (per parent, per child)
- If paid after 21 days, but within 28 days, the penalty is £120

The LA will not accept payment after 28 days and will, proceed to prosecution.

A Penalty Notice can be issued if your child, following a suspension, is found in a public place during school hours on a school day during the first five days of a fixed term suspension or a permanent exclusion.

Severn Federation Academy Trust (Co. No. 13034661)



There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

The LA strives to support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the LA also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness. Section 444 of the Education Act states that "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence."

The LA may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice when requested by the Head teacher can be issued by the LA as long as the following criteria apply:

At least 10 sessions (equivalent to five school days) of unauthorised absence/lateness by the pupil during a 10-week period. The parent will receive a formal warning of the possibility of a Penalty Notice being issued. Parent/carers will not receive a warning letter for leave of absence but will be in receipt of a warning letter for any 'lates' that occur after registration has closed.

**(Appendix 2)**

No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence
- issue a Penalty Notice without warning

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after a 6-week period, the Attendance Lead will consider:

- Holding a formal meeting with parents and the school's point of contact in the Education Inclusion Service.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.
- Where attendance still does not improve, the school will work with the LA to take forward legal intervention. This course of action is always a last resort.
- If the pupil has an allocated social worker or is a looked-after child, then the social worker working with the family will be notified.





More information regarding penalty notices can be found here:

<https://www.gloucestershire.gov.uk/media/2102803/gcc-penalty-notice-code-of-conduct-revised-30-september-2020.pdf>

## **11. Rewards**

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured. Children are able to experience positive social interactions with their peers.

Certificates are awarded at the end of each seasonal term for anyone with 100% attendance. This is celebrated at the school assemblies.

**This policy is available on the school website:**

**[www.severnbanksprimaryschool.co.uk/website/policies/257152](http://www.severnbanksprimaryschool.co.uk/website/policies/257152). Paper copies are available on request from the School Office.**



## **APPENDIX 1: Request Leave of Absence Template**

### **Request of a Leave of Absence During Term Time**

Parents and carers should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

**In the case of an unauthorised leave of absence the head teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.**

All leave of absence requests should be completed on the attached form by the parent with whom the child originally resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.





## APPENDIX 2: Penalty Notice Warning Letter Template

Date

Name

Address

Dear.....,

### RE: The education (penalty Notice) (England) Regulations 2007

#### Warning of penalty notice for persistent lateness after the register has closed

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

..... has been marked absent from school for ..... sessions in the previous.....weeks without prior authorisation or an acceptable reason being given to the head teacher. Please note there are normally two sessions in each school day.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of ..... unauthorised absence places you at risk of a penalty notice and / or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should.....have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely

Head teacher

Severn Federation Academy Trust (Co. No. 13034661)



## APPENDIX 3: FLEXI-SCHOOL INFORMATION & AGREEMENTS

### Appendix 1

Styles of Flexi-schooling Explained		
Informal	Blended	Formal
<b>Description:</b> Full time education is provided through a mixture of settings and providers (including the parent).	<b>Description:</b> Full time education is provided through a Blend of home education and part time school attendance (not to be confused with a stand alone part time timetable)	<b>Description:</b> Full time education is provided through full time attendance at school but part of the education occurs off site, usually with the parent
<b>Legal Status:</b> Elective Home Education	<b>Legal Status:</b> Part time timetable	<b>Legal Status:</b> Full time on school roll
<b>Attendance Code:</b> n/a	<b>Attendance Code:</b> Onsite - Present Offsite - C	<b>Attendance Code:</b> Onsite - Present Offsite - B
<b>Notes:</b> Practiced in an almost infinite number of ways from p/t forest school attendance to Home Education Resource Centres etc	<b>Notes:</b> Not legal except for pre-compulsory school age or as a temporary measure  Discouraged by Ofsted and DfE	<b>Notes:</b> Needs to be supervised, approved, discussed and documented  Responsibility for the education overall remains with the school





## Flexi-schooling Additional Information Form

(to be filled in alongside School Enrolment form either by parents or during meeting)

Additional Information Form	
Child's name	
Name of parent(s), carer(s)	
Admissions form completed	Yes / No
What attracted you to flexischooling?	(continue overleaf if necessary)
What are your expectations of the school-based part of the Education?	(continue overleaf if necessary)
What are your expectations of the home-based part of the Education?	(continue overleaf if necessary)
Do you intend to follow the National Curriculum at Home?	
If so, do you require any help with this? (e.g. worksheets, assistance with attainment targets etc)	
Form of Education to date	F/T School    P/T School Home Education    N/A
Levels of attainment achieved (if applicable)	
Additional Needs (if applicable)	
Educational Assessment/Review Acceptable	Yes / No
Child will complete record of achievement	Yes/No
Please tell us anything else you feel we may find useful about yourself or your child	

Severn Federation Academy Trust (Co. No. 13034661)



## Flexi-schooling Contract

Contract for Provision of Education – Part 1 School
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Child's Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name of Parent(s)/Carer(s)</div>

Chestnuts Primary School is responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.

The educational provision will be suitable to .....’s age, aptitude and ability as set out in *Section 7 of the Education Act 1996*.

Whilst .....is on school premises or the School is acting in loco parentis the school will maintain primary responsibility for ..... safety and welfare

The school and parent/carer will meet every half term for a review meeting to discuss .....’s progress and review the attendance agreement.

The school can withdraw from this agreement at any time by giving reasonable notice in writing.

Head Teacher:	Date:
---------------	-------

Contract for Provision of Education – Part 2 Home
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Child's Name:</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name of parent(s)/carer(s)</div>

I/we are responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.

The educational provision will be suitable to .....’s age, aptitude and ability as set out in *Section 7 of the Education Act 1996*.

During school hours timetabled for home-based education I/we will maintain primary responsibility for .....’s safety and welfare

I/we understand I can withdraw from this agreement at any time by giving reasonable notice in writing

Parent/carer:	Date:
---------------	-------





### Flexi-schooling: Attendance Agreement

Child's name

Name of parent(s) / carer(s)

	MORNING	AFTERNOON
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Head Teacher:

Date:

Parent/carers:

Date:

### Relevant Legislation and Guidance

<https://www.gov.uk/home-education>

<https://www.gov.uk/government/publications/elective-home-education>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791528/EHE\\_guidance\\_for\\_parentsafterconsultationv2.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf)

[https://www.gloucestershire.gov.uk/media/2090231/svrshir160-lnutland-desktop-flexi\\_schooling\\_-info-revised-june-2019.pdf](https://www.gloucestershire.gov.uk/media/2090231/svrshir160-lnutland-desktop-flexi_schooling_-info-revised-june-2019.pdf)

<https://www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/service.page?id=X3pELscu7iA>

Severn Federation Academy Trust (Co. No. 13034661)

