



Hamstead Hall Academy

ATTENDANCE POLICY 2026

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Approved By	Hamstead Hall Academy Local Governing Body
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Contents

1. Introduction	3
2. Legislation and Guidance	3
3. Academy Roles and Responsibilities	4
4. Parent/Carer Responsibilities	5
5. Pupil Expectations	7
6. Punctuality	7
7. Truancy	8
8. Legal Sanctions/Penalty Notices	10
9. Recording Attendance and Home Visits	10
10. Authorised and Unauthorised Absence	11
11. Medical Conditions	13
12. Elective Home Education	14

1. Introduction

1.1. This policy is created in line with the vision and belief that regular and prompt attendance at school and to lessons supports young people's wellbeing and builds resilience. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to identify and address patterns of absence
- Building strong relationships with families to ensure all students have the support in place to attend School

1.2 Hamstead Hall Academy believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. Hamstead Hall Academy values all students and we will work with families and external agencies to identify the reasons for unsatisfactory attendance and try to resolve any difficulties. The aim of the policy is to ensure the school provides a consistent practice that encourages and facilitates the regular attendance of all students. We will endeavour to provide an environment where every student can feel safe, healthy, able to enjoy and achieve, be able to contribute to future economic well-being and make a positive contribution.

1.3 Being at school is vital for children's education and for their wellbeing. Time spent out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children's future ability to learn. It continues to be our aim that all pupils, in all year groups, remain in school full-time.

2. Legislation and Guidance

2.1 This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

2.2 As part of our safeguarding duties and in respect of our students, we must investigate any unexplained absences. *Children being absent from school for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues (KCSIE, 2026).* Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them being absent from education in the future.

3. Academy Roles and Responsibilities

3.1 Regular attendance at school is key to steady student progress and enjoyment of learning, and for this reason the Academy is dedicated to ensuring its Attendance Policy is adhered to as much as possible. Hamstead Hall Academy takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents/carers, students and all staff members to ensure that children are attending school as they should be. Students who are absent repeatedly or for prolonged periods are being denied equality of opportunity, therefore we endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance, are given the right attention and appropriate support.

3.2 The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Making sure school leaders fulfil expectations and statutory duties
- Making sure staff receive adequate training on attendance
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school through termly reporting at Governing Body Meetings
- Holding the headteacher to account for the implementation of this policy
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

3.3 The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.4 The designated senior leader responsible for attendance is Miss Stevenson and can be contacted using stevensone@hamsteadhall.com. The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

3.5 The attendance officer is Mrs Sabir and can be contacted via sabirs@hamsteadhall.com. The school attendance officer is responsible for:

- Monitoring and analysing attendance data .
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- Working with education welfare officers (EWO) to tackle persistent and severe absence.
- Advising the headteacher/ senior leader (authorised by the headteacher) when to issue fixed-penalty notices.

3.6 At Hamstead Hall Academy, we believe that all staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Staff training reinforces a clear message, that attendance is everyone's responsibility and any absence may indicate a safeguarding concern. Staff are trained to be vigilant and mindful that prolonged or regular patterns of absence needs to be raised immediately. It is staff's responsibility to ensure that registers are taken correctly during form time and at the start of each lesson every day. Teachers and support staff will receive regular and ongoing training as part of their development around attendance.

3.7 School (admin/office) staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the Progress Leads, Pastoral leads, AHT or link SLT members in order to provide them with more detailed support on attendance.

4. Parent/Carer Responsibilities

4.1 Parents and carers have a legal responsibility to ensure that their children always attend school unless there is a genuine reason for them being unable to do so and that they have informed school. In accordance with the 2013 amendments to the *Education (Pupil Registration, England) Regulations 2006*, **Hamstead Hall Academy requests that students not be taken out of school for term-time family holidays. Holiday requests will not be authorised and parents/carers may receive a penalty notice for holiday in term time (see penalty notices).**

4.2 As part of our whole-school approach to maintaining high attendance, we therefore request that parents/carers:

- Engage with their child's education – support their learning and take an interest in what they have been doing at school
- Promote the value of good education and the importance of regular school attendance
- Ensure that their child arrives at school on time, appropriately dressed and with the necessary equipment
- Follow the set Academy procedure for reporting the absence of their child from school, and include an expected date for return (to report your child absent, you can email: pupilabsence@hamsteadhall.com or call 0121 386 7510
- Do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- Use the Academy as a support when they or their child are having difficulties, and work to form a positive relationship with the Academy so that there is collaborative communication when a problem arises

- Keep the Academy informed of any change in circumstances which may affect their child's attendance; for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required such as the use of wider support services
- Enforce a regular routine at home in terms of home learning, bedtime, etc. so that the student is used to consistency and the school day becomes part of that routine. It is vital that the student receives the same message at home as they do at school about the importance of attendance
- Do not take their child out of school for holidays during term time
- Provide up to date care plans as medical needs change
- Not allow their child to self-report their absence. Only parents/carers can contact school to report non-attendance and the reason for absence
- Ensure our school holds two or more emergency contact numbers for each pupil. It is good practice to give our Academy additional options to contact a responsible adult if a young person is absent from their education and is also identified as a welfare and/or safeguarding concern
- Engage in the home visit process be that a visit from a member of our own school staff, or from our partners, Instill Excellence

4.3 Parents/carers who have children considered persistently absent from school will receive support within the Academy and from the Local Authority as appropriate. The Attendance Officer will discuss attendance concerns with parents/carers and agree a plan with parents/carers to improve their child's attendance. Birmingham City Council have teams that help parents/carers improve their child's attendance at school. The EWO (Education Welfare Officer), will tell parents/carers if they're able to help. Forms of help could include:

- Engaging with the Early Help process, either in school or through external agencies
- Support to reduce the burden on children where families are in difficulty (for example if a child is spending a lot of time caring for someone)
- Working with families and schools to overcome bullying and other serious problems
- An attendance contract
- Referral to CASS if there is a safeguarding concern
- Attendance report cards
- Referrals to support agencies (e.g. Aquarius, FTB, Compass or any form of Early Help)
- Time limited part time timetables (in line with local authority part-time or reduced timetable guidance)
- Additional learning/academic support
- Reintegration support
- Targeted assemblies
- Rewards systems that include attendance as part of the criteria
- Home visits

4.4 Support offered to families will be child centered and planned in discussion and agreement with both parents, carers and pupils. If support measures offered by the Academy, EWO or external agencies are not acted upon by parents/carers, parenting contracts and penalty notices are interventions which the Academy could access to promote better school attendance. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Hamstead Hall Academy will consider the use of legal sanctions.

4.5 Parents have a responsibility to inform the school or Local Authority, in writing, of their child's new school destination and home address if they are moving to a new school, at any time during the period of statutory education.

5. Pupil Expectations

5.1 As part of our whole-school approach to maintaining high attendance, we request that you will:

5.1.1 Be aware of the Academy's attendance rules, and when you are required to attend. This will be communicated to you through school staff, parents/carers and the school timetable.

5.1.2 Speak to your Form Tutor (or any member of staff including the Safeguarding team) if you are experiencing difficulties at school or at home which may impact on your attendance.

5.1.3 Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through your school timetable.

5.1.4 Follow the process for registering if you arrive late (see information below). You are held responsible for this and it is made clear to all students what this procedure is by your Form Tutor, Pastoral Leader, Attendance Officer, DSL/Head of Sixth form, teaching staff, SLT and Headteacher. This will help the Academy to monitor attendance and keep accurate records for your individual attendance and is also vital for health and safety in the event of a school evacuation.

5.1.5 Speak to your subject teachers to request/discuss any work you have missed during any absence.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9.5 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	300 lessons

6. Punctuality

6.1 The law now treats persistent lateness in the same way as irregular attendance. Parents/carers may be prosecuted by the Local Authority if late arrival is not resolved, as persistent lateness has been clearly demonstrated to have a negative impact on a child's education.

Minutes late per day during the school year	Equivalent number of days teaching lost in a year	Equivalent number of lessons missed in a year
5 minutes	3.4 days	20 lessons
10 minutes	6.9 days	41 lessons
15 minutes	10.3 days	62 lessons
20 minutes	13.8 days	83 lessons

30 minutes	20.7 days	124 lessons
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6.2 Students who arrive at the school entrance after 8.40am will be placed in a same day 30 minute detention after school.

6.3 Students who arrive to school after 9.15am will be 'U' coded. This means the student has arrived after the official register has closed for that half day session. This actively brings the students overall attendance down (50% attendance for that day) and can contribute to persistent absence and result in legal action. If a student receives a 'U' code, they will be issued with a 1 hour SLT detention.

6.4 If pupils are experiencing difficulties during their journey into school such as high traffic, parents/carers should contact the Attendance Officer who will add a comment on the register. This should be for one-off incidents, for example, not for ongoing roadworks. If pupils are not in school by 9.15am and a parent/carer has not contacted school to explain their absence, the student will receive an unexplained absence mark.

7. Truancy

7.1 Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

7.2 All pupils are expected to be in their period 1 lesson at 8.45am, where their period 1 teacher will record their morning registration; and in their afternoon form period, where the form tutor will record their afternoon attendance.

7.3 Key Stage 3 or 4 students should not leave the school grounds during the school day. If there is a legitimate reason for leaving the school site, then students must be collected from the main school reception by their parent/carer after the student has signed out with the reception staff, following authorised absence procedures. Any pupil with permission to leave the school during the day must sign out at reception, and sign back in reception upon their return, where appropriate. If truancy is suspected, the SLT and Year Teams are notified, who will contact the pupil's parents and carers, in order to assess the reasons behind the pupil not attending school.

7.4 If a pupil fails to attend their lesson, staff are expected to check if there is a 'present' or 'absent' mark from the previous lesson. If marked present in their previous lesson, staff are expected to alert the 'Assistance SLT' immediately so that a search can be conducted. If truancy is suspected, a search of the site will be conducted to establish if the pupil is onsite (checking all toilets and remote areas). If a pupil is found onsite truanting, they will be returned to their lesson and a consequence will be put into place as per the behavior policy.

7.5 In the event of off site truancy, parents will be invited to attend a meeting.

7.6 Pupils are not permitted to leave the school premises during the school day unless in circumstances outlined in 7.3. The following procedures will be taken in the event of a student going missing during the school day and has not been located in the initial search of the Academy outlined in item 7.4:

- In the event that a pupil is not located following a grounds search (or CCTV if required), available staff (after all relevant professionals/parent/carers have been contacted), a search of the area immediately outside of

the school premises will be undertaken and staff will take a mobile phone or radio with them so they can be contacted.

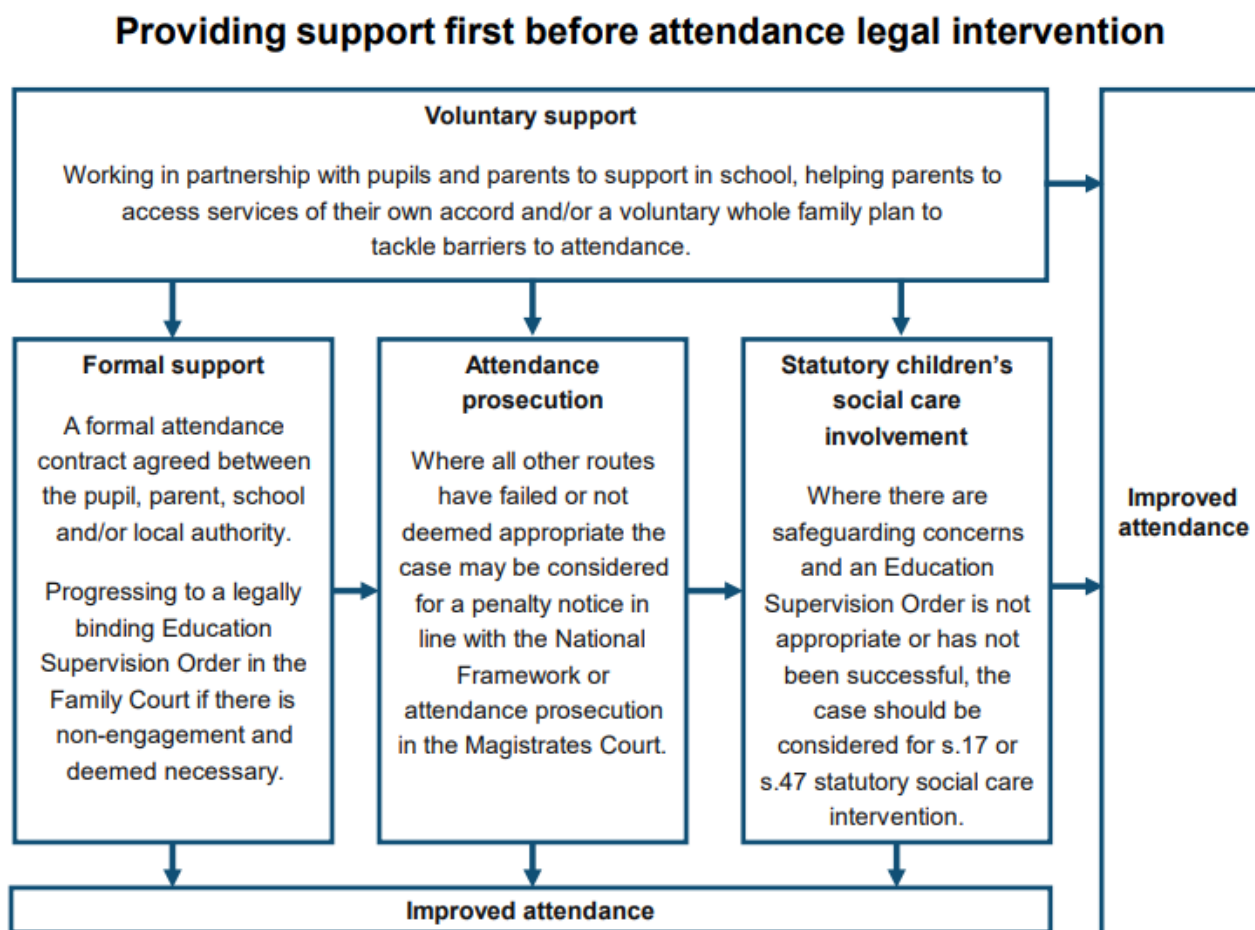
- If/when the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well. The Year Team, SLT or Safeguarding team will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary.

- Parents/carers, and any professionals/ external agencies, will be informed immediately when the pupil has been located.

- If necessary/proportionate, if a child has still not been located after the above measures, the Police will be called via 999 or 101 (whichever is most appropriate). Our Police Intervention and Prevention Officer may also be contacted.

8. Penalty Notices, Legal Intervention and Prosecution

8.1 Where all voluntary support options are unsuccessful or not appropriate (e.g. an unauthorised holiday in term time) the Local Authority will take forward legal interventions to formalise support and/or enforce attendance as outlined below:



8.2 Penalty notices and attendance prosecution will be considered when:

- A pupil has persistent or severe absence from the Academy and the absence has not been authorised by the Academy.
- A pupil has continued to accrue unauthorised absence following written warning/meeting to improve.
- Parents allow their child to be present in a public place during school hours without reasonable justification during a period of fixed term suspension or permanent exclusion.

- Further guidance around attendance legal intervention in Chapter 6 of the DfE document 'Working Together to Improve Attendance' (July 2026).

8.3 Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

8.4 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months. It also gives you a criminal record. Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

8.5 An Attendance Contract is an agreement between school and the parent/carers and can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

9. Recording Attendance and Home Visits

9.1 We will keep an attendance register, and place all pupils onto this register.

9.2 Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

9.3 All registers must be taken within the first 5-10 minutes of all subject lessons by the subject teacher. If a student is late (L) to the lesson this will be recorded on the register. If a student fails to attend the lesson, further actions will be taken to identify where the student is located (see Truancy).

9.4 If parents do not notify the school of reason for absence (unexplained), we will:

Day 1

The attendance Officer will text and then follow up with a phone call in order to question the validity of the absence or to establish the whereabouts of the pupil. All vulnerable first students will be contacted by the safeguarding team on the first day of absence if reason is unknown (via parents/ carers and will also alert the relevant external agency of the absence: social worker / family support etc).

Day 2

If parents/carers have not responded to the Attendance Officer, all numbers will be tried until the whereabouts of the child is established. Where resources allow, a safe and well home visit may be conducted by a member of Hamstead Hall staff or by our partners Instill Excellence.

Day 3

A safe and well home visit will be conducted with by a member of Hamstead Hall staff or by our partners Instill Excellence if the pupil does not attend school and no valid reason has been provided by parents/carers either via phone call or email. Enquiries may be with neighbours, about the location of the family.

By Day 5

The DSL Lead or Attendance Officer will make a referral to the Birmingham City Council (BCC) 'Children Missing Education' team.

9.5 Home visits may also be conducted regardless of contact made by the parent/carer. This is a non-judgmental process and one that we ask parents/carers to engage with. Safe and well checks are deemed good practice when children have not been seen in school for a number of days, (for example, due to illness or suspension) to ensure that the child has been seen safe and well and where appropriate, to offer additional support. Home visits can be conducted by a member of Hamstead Hall Academy staff, or by our partners from Instill Excellence.

10. Authorised and Unauthorised Absence

10.1 The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. In the unfortunate instance of a tragic incident, our Academy is committed to supporting pupils and therefore the Headteacher will review any requests for absence during term time under 'exceptional circumstances' which may include:

- death of a parent/carer or sibling of the pupil
- life threatening or critical illness of a parent/carer or sibling of the student
- parent/carer recuperation and convalescence from critical illness or surgery
- leave for armed forces personnel who are prevented from operational duties to take their leave at any other time
- leave of absence granted by a previous school (granted within the last six months and supported by documentation from the previous school)

10.2 Family emergencies will be carefully considered. It is not always appropriate or in the best interests of the pupil for them to miss school for family emergencies that are being dealt with by adult family members. The staff at the Academy and student friendships can provide children with stability and care during difficult times. The routine of school can also provide a safe and familiar environment during times of family upheaval.

10.3 Any request should be submitted as soon as it is anticipated and, where possible, at least three weeks before the absence, and in accordance with any leave of absence request form, accessible via the reception. The headteacher may require evidence to support any request for leave of absence.

10.4 The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents/carers may be subject to further action by the Academy or prosecution by the Local Authority.

10.5 Other valid reasons for authorised absence **may** include illness (including mental illness) and medical/dental appointments. However, where possible all medical appointments are encouraged to be arranged outside of school hours. Parents will be asked to provide medical evidence so that where appropriate the absence can be authorised. This will usually be in the form of an appointment card, prescription etc.

10.6 Most cases of absence due to illness are short term, but parents/carers will still need to make a phone call to alert the school on each day of absence before 8:30 am. If no specific illness reason is given e.g. only stating 'unwell', this will be unauthorised. Repeated vague reasons will result in all future absences being

unauthorised unless medical evidence is provided. Parents/carers need to explain the exact reason for absence e.g. has gastroenteritis, not simply stating that their child is 'ill' or 'feels unwell'.

10.7 If a pupil is too ill to come to school we may require proof that they have been to the doctors. Where possible, students with minor illnesses should attempt to attend school. If we have concerns, we will contact parents for the student to be collected via the school nurse. If members of staff visit the pupil at home and it is deemed they are fit and well enough (in agreement with the parent/carer), the child will return to the Academy.

10.8 We recognise that there may be times where pupils of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times. The length of time will be determined by the religious bodies concerned but this will typically be for **one day only**. This authorised religious observance absence does not include days for travel or pilgrimages.

10.9 Suspension from attending the academy is counted as an authorised absence, but still contributes to a negative overall attendance figure. The Academy will make necessary arrangements for work to be sent home or for the student to access via the online Academy provision (Microsoft Teams).

10.10 Parents/carers must ensure that family holidays and extended leave are arranged outside of school term time. Parents/carers may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing, using the Leave of Absence Application Form, three weeks in advance of the leave being taken. Retrospective applications will not be considered and absence will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Headteachers decision is final whether the request and the length of absence is approved.

10.11 Parents should not book flights or make any other travel arrangements without the consent of the Headteacher. The Headteacher and Governing Body are within their rights to turn such applications down and refuse authorisation for parents/carers to take children out of school during term times. Such a decision will have been made in the best interests of the student's year group, educational progress and attainment, proximity of examinations, the time of the academic year requested and with regard to their previous attendance record.

10.12 All requests for authorised absence will be responded to either by or on behalf of the Headteacher and will outline the details of when the student is expected to return to school. All overseas trips directly before/after school holidays require evidence of flight details both leaving and returning to the UK. Parents/carers should contact the Academy immediately if there will be a cause for delay from the stated date of return and provide the revised flight details immediately via email to pupilabsence@hamsteadhall.com

11. Medical Conditions and Sickness

11.1 The parent / carer or a healthcare professional should inform the Academy if your child has medical needs and be proactive in completing the Individual Care Plan (IHP). If a child requires medication to be kept in school, or to be taken for a period of time, the appropriate medical forms should be completed and returned to the School Nurse.

11.2 If your child has a disability, the academy must make reasonable adjustments to make sure your child is not discriminated against. These changes could include providing extra support and aids.

11.3 Parents are advised to make medical and dental appointments outside of the academy day. Where this is not possible, students must attend school for part of the day. Parents must show the appointment card to the academy in advance of the appointment. This is for the academy records and can include the following:

- A copy of the prescription.
- A slip with the date, pupil's name and surgery stamp, signed by the Receptionist.
- Medical appointment card with one appointment entered, including for dental, orthodontic, mental health.
- Letters concerning hospital appointments.
- Print screen of medical notes.
- Doctor's medical certificate if this is provided to the parent.
- Copy of the NHS 111 consultation.
- Doctor's letter; Medication prescribed by a doctor.

If these are not provided on request it may result in the absence continuing to be classed as unauthorised. When a student's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence.

11.4 If your child becomes unwell at school, we can provide a space for treatment of sick and/or injured pupils and first aid/medical examinations. These facilities are accessed via our Medical Support Office. Hamstead Hall Academy will make all necessary arrangements if a child attends the Medical Support room, feeling unwell or are injured. We strongly advise that parents/ carers encourage their children not to phone home if they are feeling unwell as this is clearly against our mobile phone policy. Instead, pupils are expected to go through the correct procedures when feeling ill or sick by reporting this to a member of staff. If there is a need for medical intervention or further medical assistance, the Medical Support Room will contact parents/carers if their child requires collecting from school.

12. Elective Home Education

12.1 Parents/carers have a responsibility to ensure that their child of compulsory school age are receiving suitable and efficient full time education either by regular attendance at school or otherwise. The law allows parents/carers to choose to educate their child at home instead of sending them to school and therefore may withdraw their child from school at any time to do so. This is known as Elective Home Education. Before considering this, we advise that the Department for Education 'Elective Home Education – Departmental Guide for Parents, April 2019', is read and understood fully before making a decision.

12.2 If Elective Home Education is decided upon, written notification should be addressed to the Headteacher, signed and dated by both parents, and include the date on which the home education will start. Where a parent/carer notifies the school in writing of their intention to home educate, the school must inform the local authority before deleting the child from its admission register. Where appropriate, the parent/carer may be invited into school to discuss the reasons around their decision to see if additional support can be provided before proceeding with this decision.

12.3 Children with special educational needs and who have an Education, Health and Care (EHC) Plan can be home educated. Where the EHC plan sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the EHC plan names a school as the place where the child should receive his or her education and the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable to the child's special educational needs and this must be reviewed annually.

