

## **School Attendance Team**

The purpose of the School Attendance Team is to promote and encourage regular, punctual school attendance. The attendance team is responsible for enforcing the law in relation to school attendance and ensuring pupils who are statutory school age attend school regularly under the following legislation

### **Education Act 1996**

Section 7      Parental Responsibility  
Section 8      Compulsory School Age  
Section 14 & 19 Ensure a pupil receives suitable education  
Section 437    School Attendance Order  
Section 443    Failure to comply with the order  
Section 444 & 444(1A) Prosecutions for non school attendance  
Section 312, 323 & 328 Supervising Education Supervision Order  
Section 444A (3) and (6), 444B and 569 Penalty Notice in relation to school attendance

### **Criminal Justice and Court Service Act 1967 & 2000**

Section 9      Summons and Witness statement

**Police & Criminal Evidence Act 1984**      Caution for Higher Offense Prosecutions

**Crime and Disorder Act 1998** Parenting Orders Section 8

### **Anti Social Behaviour Act 2003 Section 23 Penalty Notices**

### **Children Act 1989**

Section 1              Welfare Principles  
Section 17            Child in need  
Section 31            Grounds for a Care Order or Supervision Order if need be for a child subject Education Supervision Order.  
Section 36 (5A)      Education Supervision Order  
Section 47            Local Authorities Duty to investigate

### **Children Act 2004**

Section 10 – 12      Duty to co-operate with partners with the view of improving the well being of children in the authority  
Section 63            Duty to share information

**Education and Inspections Act 2006**      Places a Duty on Local Authorities to make arrangements to identify children missing or not receiving suitable education (part1 section 4)

### **Education Pupil Registration Regulations 2006 plus subsequent amendments**

Every school is allocated a set number of hours annually and services provided to meet individual school needs these *could* include some or all of the following (this list is not exhaustive):-

- Regular register checks with written feed back
- Track and monitor pupils who are at risk of becoming persistent absentee
- Accept referrals on pupils whose attendance is 90% or below
- Monitor and track attendance of vulnerable groups
- Instigate Attendance Procedures
- Fast Track Attendance Procedures
- Undertake prosecutions for poor school attendance and non payment of penalty notices
- Carry home visits
- Escort pupils to school
- Issue penalty notices for:
  - Poor school attendance
  - Holidays in term time
  - Pupils stopped on truancy patrol without a valid reason
  - Pupils in a public place while excluded from school
- Undertake truancy patrols jointly with the Police and Police Community Support Officers.
- Follow up and track pupils missing from education ensuring all pupils without a destination are continued to be monitored and tracked once removed from school roll.
- Provide a service to primary schools for pupils whose parent/cares fail to collect them at the end of the school day.
- Supervise Parenting Orders
- Facilitate parent groups and sessions
- Several officers are trained to deliver Circle of Adults
- Share up to date legislation
- Offer support and guidance to school staff on the use of the SIMS system
- Undertake joint home visits with the school staff
- Provide attendance data and analysis.
- Undertake group work in relation to attendance or punctuality concerns
- Offer advice and guidance on attendance policies and procedures
- Attend parent's evenings or parents of new starter meeting within school.
- Implement initiatives to promote improved attendance and punctuality including 100% attendance rewards
- Attend and chair multi agency meetings.