



## **Attendance Policy**

### **Introduction**

It is widely recognised that the educational outcomes and future life chances of children can be significantly impacted upon by periods of absence. In order for a child to reach their full educational potential, a high level of attendance is essential and therefore every opportunity will be used to convey to pupils, parents and carers the importance of regular and punctual attendance.

### **Principles**

Regular attendance is important because:

- Every child has a right to an education
- There is a direct link between under achievement and poor attendance
- It helps to ensure children are appropriately safeguarded
- It encourages social as well as academic progress
- Academy routines become easier to follow
- Children become more engaged as active learners

### **This policy will aim to:**

- Demonstrate a strong attendance ethos that improves the overall attendance of pupils and reduces the number of persistently absent pupils
- Develop a framework which identifies roles and responsibilities of the whole academy community
- Establish a clear attendance banding system and escalation of intervention model as part of a non-bureaucratic system for monitoring and promoting attendance (appendices 1 & 2)
- Support safeguarding through its unknown absence procedure (appendix 3)
- Create a clear structure for promoting excellent attendance and tackling absence
- Encourage the use of attendance data and other information to improve academy and pupil performance
- Promote the general importance and legal requirements of good attendance to pupils and their parents and carers
- Enable early intervention when a pupil's absence gives cause for concern
- Put support systems in place for vulnerable pupils

- Reward and celebrate good and improved attendance
- Promote effective partnerships with external support agencies and the Local Authority

Regular and punctual attendance is subject to education law and this policy is written within that context.

### **Legal framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The Education (Pupil Registration) (England) Regulations 2006 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity
- Unable to attend due to exceptional circumstances

Section 444 of the Education Act 1996, states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his parent is guilty of an offence.

At Woodside Academy, regular attendance means 95% or above in line with our banding system. Attendance below 95% is classed as irregular, particularly if any of these absences are unauthorised.

### **Categorising absence – authorised and unauthorised**

Absence can only be authorised by the Principal and cannot be authorised by parents and carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents and carers should advise the academy by telephone or in person by 8:30am on the first day of absence and provide an expected date of return. This should be followed up in the form of a written note from the parent or carer on the child's return. You must do this even after you have telephoned us.

### **Illness**

Absence due to illness can be authorised by the Principal if parents and carers follow the correct protocol for reporting absence as detailed. Parents and carers may be asked to provide medical evidence where there are repeated absences due to reported illness. They will be informed of this by letter. Failure to provide medical evidence when requested will result in unauthorised absence.

## **Medical and dental appointments**

Absence for medical and dental appointments may be authorised by the Principal on occasion but parents and carers are advised, where possible, to make medical and dental appointments outside of the academy day or during holiday periods. Where this is not possible, pupils should attend school for as much of the day as possible. Parents and carers should show an appointment card to the academy to confirm the appointment. Failure to do so may result in absences being marked as unauthorised.

## **Other authorised circumstances**

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or part time timetable agreed as part of a reintegration package. In order for such absence to be authorised the parent or carer must liaise with the Principal.

## **Leave of absence**

Leave of absence is not a parental right and every effort should be made to avoid holidays during term time. Woodside Academy acknowledges all absence results in lost learning and directly affects a child's education. As such, **applications for leave of absence in term time will only be authorised in exceptional circumstances**. The law stipulates that the cost of a holiday is not reasonable grounds for claiming exceptional circumstance.

Applications should be made in writing using the Leave of Absence request form (appendix 4), with a minimum notice of 2 weeks and only where a pupil's attendance for the previous academic year reached the school target. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

It is noted that a pupil who takes 10 days holiday will only be able to achieve a maximum of 94.7% attendance for the full academic year. This is a poor level of attendance which would leave the pupil in our Orange attendance band.

In cases of unauthorised leave of absence the academy may request that a Penalty Notice be issued.

A Penalty Notice fine is £60 if paid within 21 days and £120 if paid after this time but within 28 days. Non-payment of a Penalty Notice will trigger a fast-track prosecution under the provisions of Section 444, 1996 Education Act.

The procedure for issuing Penalty Notices will be in accordance with the Local Authority's Penalty Notice Protocol (appendix 5).

Additionally, in accordance with the Education (Pupil Registration) (England) Regulations 2006 and the Education (Pupil Registration) (England) (Amendment) 2013, pupils may be deleted from the register when one of the following circumstances applies

- 20 days of continuous unauthorised absence have occurred, and both the local authority and the academy have tried to locate the pupil or

- The pupil has failed to attend within the ten school days immediately following the expiry of the period for which leave was granted

The academy will follow the Local Authority's Children Missing Education Protocol (appendix 6), when a pupil's whereabouts is unknown.

### **Religious observance**

Woodside Academy acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends.

Consideration will be given to authorising leave for religious observance in line with officially identified days. Parents and carers are requested to give advance notice if they intend for their child to be absent for this reason.

No more than one day may be designated for any individual occasion of religious observance or festival and no more than three days will be considered in any academic year. Any further absence will be categorised as unauthorised and in such cases the academy may request for a Penalty Notice to be issued.

### **Traveller absence**

The aim for the attendance of Traveller children, in common with all other children, is to attend as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending as regularly as that trade permits.

Traveller children will be recorded as attending an approved educational activity or dual registered when:

- The child is on roll and attending another school or academy
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced.

### **Punctuality**

At Woodside Academy all pupils are expected to arrive on time for every day of the academic year. If a pupil fails to arrive by the expected time the academy will follow its unknown absence procedure.

The academy day begins at precisely 8:50am and we advise all parents and carers to ensure their child is on site prior to this. Provision will be made each day for children to be supervised by a member of staff from 8:40am.

The register will be taken at 8:50am. All pupils arriving after this time will be expected to report to the main office where their arrival will be recorded as late and the parent or carer will be asked to provide a reason for the late arrival.

The register will officially close at 9:30am. All pupils arriving after this time will be recorded as taking unauthorised absence from the morning session and parents or carers will be asked to provide a reason. This does not apply if medical evidence of an appointment is provided. Repeated arrival after the close of registration without valid reason will result in referral to the Community Team and may also result in the issuing of a Penalty Notice or legal proceedings.

### **The academy day – start and end of day arrangements**

- A breakfast club is available to pupils from 8:00am each morning at a cost of 60p a day
- Academy gates open at 8:40am and the playground is supervised by members of staff from this time
- All pupils should be in line with their class at 8:50am in the playground adjacent to Fenwick Drive and all pupils are expected to be on site prior to this
- Classes will be collected by their teacher and taken to registration at 8:50am
- Pupils arriving after 8:50am should report to the main entrance where their name and class will be recorded by a member of staff. You will be asked to provide a reason for late arrival and your child will be marked as late in the register
- The register will officially close at 9:30am in line with DfE regulations and pupils arriving after this time without valid reason will receive a U mark. This counts as an unauthorised absence from the morning session
- A further register is taken in the afternoon session. Any children leaving for or returning from an appointment must sign out or in at the main office. Medical evidence for appointments should be shown to a member of staff
- The academy finishes at 3:15pm and all pupils should be collected as soon as possible
- All parents should complete a 'Collection of Children' form (Appendix 7) to indicate end of day arrangements. We will only release children to nominated individuals.
- If you give permission for your child to walk home without adult supervision this must be indicated on the 'Collection of Children' form
- The academy grounds will be supervised until 3:25pm

- If you are late picking up your child they will be taken to the Reception Class base and you will be contacted if you have not provided a prior reason

### **Persistent Absence**

The Department for Education has stated that a pupil becomes categorised as a 'persistent absentee' (PA) when their attendance drops below 90% for any reason. Over a full academic year this would be 38 sessions or 19 days.

Children in this category will be identified as Red in our attendance banding system and parents or carers will be expected to fully cooperate with an intensive level of support which could include the establishing of a CAF and/or a targeted action plan. Absence at this level is doing considerable damage to your child's educational prospects.

All pupils who are categorised as persistent absentee's (or are considered at risk of becoming so), will be referred to the Community Team for targeted support. They may also be referred to appropriate external agencies as part of our escalation of interventions strategy.

Failure to engage with support that results in a pupil consistently remaining in the PA category may result in the issuing of a Penalty Notice or a referral to the Local Authority to pursue legal proceedings.

Parents found guilty in a Magistrates' Court of failure to secure their child's regular attendance under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section (1) offence and a £2500 fine and up to a 3 month prison sentence, under a Section (1a) offence.

Other measures include:-

### **Parenting Contracts (Anti-Social Behaviour Act 2003)**

A parenting contract is a voluntary agreement between school and the parent/carer. It can also be extended to include the child and any other agencies offering support to the family and is intended to offer support to families and resolve any difficulties leading to improved attendance.

### **Education Supervision Order**

The local authority must consider applying for an Education Supervision Order (ESO) before prosecuting parents. A local authority may apply for an ESO instead of or as well as prosecuting parents. The order is placed on the child and the local authority is appointed by the court to supervise that child's education, either at a school, or at home for a specified period of time.

## **School Attendance Order**

If it appears to the local authority that a child of compulsory school age is not receiving a suitable education, either by regular attendance at school or otherwise, then they must begin procedures for issuing a School Attendance Order. The order will require the child's parents to register their child at a named school. If they fail to comply with the order the parent can be prosecuted.

## **Roles and responsibilities**

Woodside Academy believes that achieving outstanding levels of attendance and punctuality is the responsibility of the whole community. Each and every person has a distinct part to play whether as a pupil, parent or carer, member of staff or director.

The **Board of Directors** will support the academy in promoting excellent attendance by:

- Reviewing whole academy and persistent absence data at termly meetings
- Undertaking an annual review of the Attendance Policy and targets
- Providing funds to enable the implementation and maintenance of an academy reward system for excellent or improved attendance
- Identifying a nominated member to lead on attendance matters who will take an active part in Attendance Panel meetings

The **Senior Leadership Team** will ensure there is a whole academy approach to reinforcing excellent attendance by:

- Disseminating the Attendance Policy to all staff
- Reviewing the Attendance Policy annually and updated all staff of amendments at regular meetings
- Ensuring the academy has in place strategies for collecting and analysing attendance data
- Ensuring the Community Team receives support, guidance and the appropriate resources to fulfil its day to day duties
- Promoting the importance of excellent attendance to parents and pupils through regular whole academy and targeted letters as well as other communications such as the academy website
- Issuing a parent friendly information leaflet for attendance that identifies the main points of the policy
- Seeking to promote the importance of excellent attendance to pupils and parents during assemblies and at parent events
- Ensuring a safe and structured learning environment for all pupils
- Undertaking Pupil Progress meetings with class teachers
- Creating a child centered approach to learning supported by the Personal Targets scheme.
- Providing appropriate extracurricular activities

The **Teaching and Support Staff Team** will support and promote excellent attendance by:

- Completing registers accurately in line with DfE regulations and the attendance policy
- Highlighting to the Senior Leadership Team any pupils causing concern
- Talking to their class about the importance of excellent attendance
- Promoting whole academy initiatives, reward schemes and celebrations
- Delivering a diverse curriculum in a child centered learning environment
- Delivering informative lessons that are set to pupils' needs
- Discussing attendance with pupils within the Personal Targets scheme
- Implementing cross curricular attendance drives
- Support the Academy Community Team in implementing attendance strategies

The **Parents or Carers** of our pupils will be expected to support excellent attendance by:

- Talking to their child about academy life and taking an interest in their child's educational progress
- Avoiding unnecessary absence such as holidays in term time (leave of absence)
- Contacting the academy when their child is absent and providing a reason for the absence
- Ensuring their child attends punctually everyday
- Engaging with intervention strategies provided by the academy if their child's attendance becomes highlighted as a cause for concern
- Attending meetings and parent's evenings
- Making appointments for outside the academy day or during holidays where possible
- Providing up to date and accurate contact details
- Encouraging consistent routines at home to support academy life such as regular bedtimes, completion of homework, preparation of school bags and uniforms the evening before

The **Pupils** will be expected to support excellent attendance by:

- Attending every day
- Being on time and ready for registration every day
- Monitoring own attendance levels and being aware of their current band
- Speaking to adults if situations arise that may have a negative impact on their attendance or alternatively they can drop a note in to the 'Share a Problem' box
- Cooperating with interventions and support when offered
- Adhering to consistent bedtime routines, completing homework in good time and making sure equipment is ready the evening before where age appropriate

The **Community Team** will support excellent attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data to inform practice
- Undertaking weekly attendance meetings to identify pupils causing concern
- Managing individual pupil casework files
- Initiating attendance and punctuality action plans for pupils causing concern
- Carrying out first day calling and following up on reasons for absence
- Conducting home visits
- Taking an active lead in delivering whole academy initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies and the Local Authority as required
- Challenging reasons for repeated periods of absence or late arrival
- Regularly updating all parents or carers of their child's current attendance band
- Implementing strategies (alongside teaching staff) for promoting excellent whole academy attendance and tackling unsatisfactory attendance as detailed below

### **Strategies for promoting excellent attendance**

- Updating the whole academy community about attendance matters through displays, newsletters and the academy website
- Celebrating excellent attendance by displaying individual and class achievements in classrooms, hallways and /or the internal foyer
- The whole school integrated reward initiatives - Inter-class competitions, individual reward stickers and certificates, class certificates, tombola raffle, gift vouchers, and extra-curricular activities including non-uniform days
- Engaging all pupils in the academy's Personal Targets scheme and feeding this information back to parents and carers
- An Attendance Banding system which reinforces the academy's ethos and targets
  - 98% and above = Gold (excellent)
  - 95-97.9% = Green (good)
  - 90-94.9% = Orange (poor)  
Attendance at this level is a concern and may trigger an intervention
  - 89.9% and below = Red (unsatisfactory)  
Attendance at this level is a serious concern and may trigger a referral to outside agencies for intensive intervention

## **Strategies for tackling unsatisfactory attendance**

- First day calling and text messaging procedures
- Late Gate and Blitz day initiatives
- Discussion with pupils during Personal Target interviews
- Informal discussions with parents or carers to raise awareness
- Standardised and escalating series of academy warning letters
- Home visits
- Tailored support and Individual Action Plans
- Referral to external support agencies
- Caseworking of identified pupils/families
- Implementation of a CAF
- Attendance Panel meetings leading to Parenting Contracts with agreed targets
- Referral to a School Nurse/ Health Visitor where medical issues are a concern
- Issuing of Penalty Notices
- Referral to the Local Authority for consideration of legal action

## **Attendance protocols and absence reporting procedures**

If a child is unavoidably absent the parent or carer must:

- Contact the academy by phone or in person by 8:30am on the first day of absence identifying the reason for absence and the expected date of return
- Send a note on the first day of return with an explanation of the absence – you must do this even after you have telephoned us
- Provide supporting medical evidence if requested in the form of prescribed medicine, prescription note, an appointment card or a doctor's note

If a child is absent from school we will:

- Send a text message or make a telephone call to establish a reason

In certain circumstances we may also:

- Send a reason for absence letter
- Request medical evidence in the form of a prescribed medicine, a prescription note, appointment card or doctor's note
- Visit your home
- Invite you in to the academy to discuss the situation informally
- Issue a Penalty Notice and/or legal proceedings warning letter
- Invite you in to the academy for a formal attendance meeting with our Attendance Adviser and/or a Senior Leader
- Refer the matter to an appropriate external agency or the Local Authority Education Welfare Service

**Academy target**

The Academy's Local Governing Body will establish attendance targets each year. These targets will be shared with the wider community through staff training and regular communications to parents or carers, such as newsletters and Personal Targets updates. Throughout the academic year we will monitor pupil absence and punctuality to highlight where improvements can be made.

Woodside Academy holds an aspirational target of 100% for individual pupil attendance because we know that excellent attendance is the key to unlocking each and every child's true potential.

**For the academic year 2018-2019 Woodside Academy's Local Governing Body has set a target of 96.5% for compulsory age pupils**

**Monitoring and Evaluation**

Staff and Governors, on an annual basis, will review this policy unless circumstances demand an earlier review.

This policy was adopted on the 14.7.2016 and has been reviewed annually. It will next be reviewed by the end of Summer 2 2018/2019 unless circumstances demand an earlier review.

## Appendix 1

### Woodside Academy Attendance Banding System

#### 98 – 100% GOLD

This is excellent attendance and pupils within these parameters will be congratulated and receive positive encouragement to maintain high levels of attendance. Whole academy incentives will be utilised as a reward including a weekly tombola for every pupil with 100% attendance that week. Other incentives include the 'Attendance Cup', non-uniform days, letters of praise, certificates and gift vouchers

#### 95 – 97.9% GREEN

This is a good level of attendance that gives a child a firm basis on which to build. Feedback to pupils and parents will be positive and encouraging. The attendance incentives will be used to encourage further progress and pupils and parents will be kept informed via the termly banding update letter.

#### 90 -94.9% ORANGE

Attendance at this level is becoming a cause for concern. Early intervention measures will be used to prevent more significant patterns of absence developing. The community team will have a key role in ensuring communication with parents. Concern letters will be issued and parents will be invited in for an informal meeting where they will be given advice and support to ensure the child's' needs are met. Home visits may be conducted and legal action warning letters may be issued for unauthorised absences. A referral to the One Education Attendance Adviser will be made and referral may be made to the Local Authority for prosecution or penalty notice if improvement is not secured.

#### 89.9% and below RED

Attendance at this level is a serious cause for concern both in terms of safeguarding and missed learning. The pupil is classed as a persistent absentee (PA) under DfE guidelines and therefore the Attendance Adviser will take a lead role (alongside the Community Team) in working with parents to ensure they support an improvement in their child's attendance. Actions at this stage will include those identified in the Orange band but will be more intensive. This may include attendance action plan meetings, the completion of a CAF, targeted casework, referral to the school nurse/ health adviser service or the Local Authority. Where high levels of unauthorised absence are recorded legal action will be considered.

**All parents will receive a Banding Notification letter at the end of each term**

## Appendix 2

### WOODSIDE ACADEMY

#### Escalation of Intervention and Decision Making Protocols

All parents are expected to play their part in securing excellent attendance at Woodside Academy and information will be made readily available via the main office, display boards, newsletters, parents evening's, banding update letters and the website. A parent friendly information leaflet and 'Top Tips for Attendance' are available at reception and on the website.

Pupil identified as **GOLD** – Whole academy initiatives and reward schemes will be utilised. Parents to be kept informed via termly Banding Notification letter, parent's evening appointments and pupil reports. Pupils are rewarded via weekly tombola's, assemblies, attendance displays, certificates, non-uniform days and end of term events.

Pupil identified as **GREEN** - Whole academy initiatives and reward schemes will be utilised. Parents to be kept informed via termly banding update letter, parent's evening appointments and pupil reports. Pupils may be rewarded via weekly tombola's and will be encouraged to secure further improvement at assemblies and through attendance displays.

Pupils identified as **ORANGE** – Concerns will be raised through the Community Team who will contact parents via phone calls, letters, home visits or informal meetings. Pupils will be informed of concerns and asked if anything is preventing them from attending regularly. Reasons for absence will be explored and support will be offered to families. A referral may be made to the One Education Attendance Adviser

Pupil identified as **RED** – A system of intervention will be set-up in consultation with the Attendance Adviser who will oversee all pupils in this category. Parents will be invited to attend meetings to discuss issues and action plans will be devised, setting targets for improvement. Warning letters will be issued and referral for statutory action measures will be considered if parents fail to engage or fail to secure adequate improvement.

If pupils hit the Persistent Absence threshold of 90% then referral may be made to specialist external agencies for intensive support. It would be expected that at this point a referral for CAF would be completed and parents are expected to engage with this process.

#### **Where concerns are raised the following protocol will be followed:-**

- The Community Team will review the child's registration certificate to investigate patterns of absence and they will set up an individual pupil file
- The child's attendance will be monitored weekly and parents will be informed of this via a phone call, letter or informal discussion
- A pupil meeting will take place where the child will be asked if they have any concerns or issues that are affecting their attendance
- Concerns letters will be issued to parents as appropriate to raise the profile of this issue
- A home visit will be carried out based around the Top Tips information sheet and the Parent Information leaflet

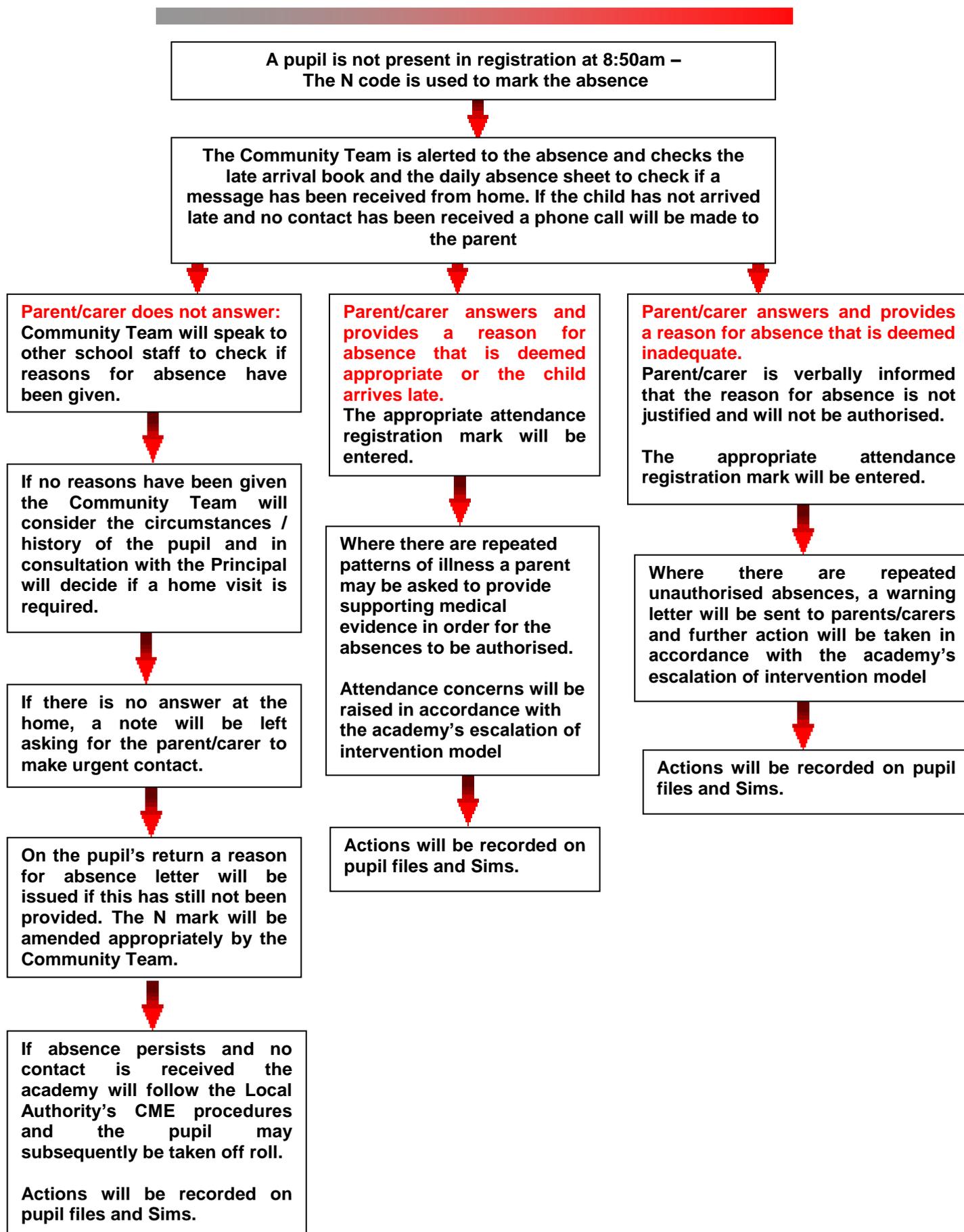
- If attendance improves at this point a congratulatory letter will be issued and the pupil will be monitored through whole community procedures

**If attendance fails to improve and further absences are recorded then the level of intervention will be escalated**

- The child's attendance will be brought to the attention of the Principal and Attendance Adviser who will now take an active lead
- A Statutory Action Warning Notice will be issued and the child's attendance will be monitored on an on going basis
- Consideration will be given to a Penalty Notice request as an early intervention strategy (in line with the Local Authority's protocols)
- Parents will be invited to a formal meeting where targets will be set and an action plan will be created to support these
- A review meeting will be held termly
- If the parent fails to attend the meeting a second appointment letter will be issued and a record of attempted intervention will be kept. The parent will be warned that this may be used in evidence if the Local Authority were to seek a prosecution at a later date
- If poor attendance continues and the parent is not engaging with the academy a referral may be made to a specialist external agency for intensive intervention
- By this stage the parent will be requested to agree to a referral for a CAF
- Failure to secure regular academy attendance at this stage may result in a referral to the Local Authority to take statutory action under the provisions of Section 444, Education Act 1996
- In order to fulfil its legal obligations academy representatives and/or their agents may make a written statement and appear as a witness for the prosecution in any subsequent legal case

## Appendix 3

### Woodside Academy Unknown Absence Procedure



## LEAVE OF ABSENCE REQUEST FORM

Leave of absence can only be taken in **exceptional circumstances** up to a maximum of 10 days. If you wish to apply for your child to be absent (due to exceptional circumstances) please complete this form and return it to the office at least 2 weeks before your intended departure.

You will receive a written response from the Principal and we ask that you do not make any bookings before your request has been authorised in writing.

As identified in our attendance policy, The DfE and NAHT advise that leave should not usually be granted for the purpose of a family holiday. Penalty notices may be issued to parent/carers who have not sought prior permission for leave or who remove pupils after a request has been refused. Your child may also lose their place at this school if 20 continuous days of unauthorised leave are recorded.

A penalty notice is £60 per parent, per child if paid within 21 days of the date of issue and £120 per parent, per child if paid within 22 to 28 days. For example a family with 2 children and 2 parent/carers would receive total fines of £240 if paid within 21 days.

Failure to pay a penalty notice could result in the local authority instigating legal proceedings against you.

### PARENT/CARER SECTION (please complete section on page 2)

Surname of child/ren	1) 2) 3)	First name of child/ren	1) 2) 3)
Mother's name and contact number		Father's name and contact number	
Address (include addresses of both parents if different)			
Number of school days requested		Destination	
Date of first day of absence		Date due back in school	

Parent/carer signature/s	1)  2)	Date:
Reason for Request <i>(Please use this space to explain your exceptional circumstances)</i>		

**ADMIN SECTION** (for use by Academy staff only)

Date request received at office		Processed by	
Outcomes:  Current attendance rate: _____ No.of days requested: _____ Max. attendance if taken: _____  Discussed with Principal ? YES / NO  Authorised? YES / NO  Is pupil statutory school age at time of leave? YES/ NO			
Date of letter sent to parent/carer regarding outcome of request:			
Response to letter or any further contact from parent/carer:			
Absence Code/s used	Penalty Notice requested  YES / NO	Other information:	

	Date of notification letter to parents/ carers	
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In the event of a child not returning within 10 school days of any agreed return date (and no satisfactory explanation being provided for the continued absence) the child may be removed from the school register after referral to CBMDC's Education Social Work Service who will receive a copy of this form.