

# THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



## ATTENDANCE & REGISTRATION POLICY

Date Agreed: November 2021

Review Date: November 2022

Signed: \_\_\_\_\_  
Co-Chairman Board of Governors

Signed: \_\_\_\_\_  
Executive Headteacher

The Federation of Nettlestone & Newchurch Primary Schools

Revision No.	Date Issued	Prepared By	Approved	Comments	Policy owned by KJH
1	March 2018	KJH/J P		Amendments to previous policy – awaiting revised policy from Local Authority	
2	October 2018	KJH / IW		Amendments following changes to <u>Isle of Wight Council School Attendance Guidance &amp; Legislation Sept 2018</u> & <u>IOW Code of Conduct updated Sept 2018</u>	
3	November 2020	KJH		Amendments in light of COVID-19 Policy audited by KP Head of Education and Inclusion Service	
4	November 2021	KJH		Update of amendments in light of COVID-19 Inclusion of staggered start and finish times Policy audited by Dean Thistlewood, Education & Inclusion Service.	

*All the governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.*

Across the Federation of Nettlestone & Newchurch Primary Schools we aim to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address absence, including patterns of absence;
- Support parents to perform their legal duty by ensuring their children of compulsory school age who are registered to schools within the federation attend regularly;
- Ensure pupils are punctual for their lessons;
- Establish clear communications with external agencies such as the Education and Inclusion Service;
- State each child's attendance record in annual reports.

The Federation of Nettlestone & Newchurch Primary Schools has secured a Service Level Agreement with the Education & Inclusion Service (formally known as the Education Welfare Service) and they will carry out and support the above actions alongside each school.

#### **Definitions:**

For the purpose of this document the following definitions apply:

#### **Compulsory School Age**

Children are of compulsory school age from the start of the term following their 5th birthday. Children & young people cease to be of compulsory school age on the last Friday in June of the academic year in which their 16th birthday falls.

#### **Parental Responsibility and Definition of Parent**

Section 576 of the Education Act 1996 defines 'parent' as:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Parents are legally required to secure full-time education for children of compulsory school age. The education must be suitable to the child's age, aptitude and ability and to any special needs the child has.

Parents can secure education for the child by registering the child at school or in some other way. A child who is registered at school must attend regularly and punctually.

### **Attendance Roles & Responsibilities:**

#### **The Government expects:**

- Schools and Local Authorities to:
  - Promote good attendance and reduce absence, including persistent absence
  - Ensure every pupil has access to full-time education to which they are entitled
  - Act early to address patterns of absence
  - Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
  - Ensure all pupils attend lessons and punctually

#### **School Responsibilities**

- Schools have a statutory duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children. This will be fulfilled across the Federation through effective registration systems and active, whole school monitoring of pupil absence.

#### **In order to support and promote regular attendance across the Federation we:**

- Adopt a robust school attendance policy, endorsed by the governing body and actively supported by all staff;
- Publicise and adhere to our attendance policy ensuring it is available to parents/carers, pupils, the Local Authority and the wider community;
- Inform parents/carers and pupils of term dates and in-service days as far in advance as is practically possible and send reminders of these dates;
  - Keep parents/carers informed about initiatives, strategies and progress and/or trends through newsletters or similar;
- Encourage and support good attendance, rewarding effort and achievement as appropriate;
- Ensure staff are trained in attendance protocol and procedures;
- Set an exemplary model of personal and organisation punctuality and attendance;
- Ensure the school leaders are seen to pay special attention to latecomers to demonstrate that being in school and in class on time is important;
- Welcome back pupils who have been absent for whatever reason with care, devising appropriate re-integration programmes where necessary;
  - Will follow up unexplained or insufficiently explained absence directly with parents/carers by making a prompt contact to discuss with parents/carers where pupils attendance levels are raising concern;
  - Where attendance remains a concern following initial contact the school will write to parents/guardians offering support and reminding them of the legal responsibility;
  - Arrange School Attendance Meetings (SAM) in school between parents/carers, pupil and key staff. These meetings should develop action plans with clear and timely targets. These plans should be copied to all involved, whether they were present at the meeting or not;
  - When attendance does not improve sufficiently a referral to the Education & Inclusion Service should be made using the official referral form;
  - Assign a member of the Governing Body who takes responsibility for monitoring the school attendance policy and attendance levels within the Federation.

**Our Federation operates a first day absence procedure to ensure parents are aware when their child is not in school.**

## Parent Responsibilities:

Parents must:

- make sure their child attends school regularly and punctually;
- ensure their child is appropriately dressed and adequately equipped for their lessons which will help build self-esteem and confidence and therefore support attendance;
- inform the school on every day of absence, wherever practically possible, of the reason for their child's absence and the predicted date of their return;
- inform the school prior to any planned absence in order to obtain the necessary authorisation;
- make every effort to support maximum attendance, by encouraging and supporting their child & working with the school;
- try to keep routine medical and dental appointments to a time outside school hours;
- not take holidays during school time.

## Pupil Responsibilities:

Pupils have the right to maximum educational opportunity and therefore are expected to:

- attend school regularly and punctually, with support from parents/carers, school and any agency involved to achieve this;
- arrive on time, equipped and ready to engage in learning;
- have due regard to the rules and regulations of the school including those relating to behaviour.

## Statutory Responsibilities:

The law requires all schools to have an admission register and an attendance register. All pupils must be placed on both registers

## Pupil Enrolment Status:

Each school's Admission Register contains the following information for every pupil:

1. The pupils full name;
2. The pupils gender;
3. The pupils date of birth;
4. The date the pupil was admitted to the school;
5. The name of the school the pupil last attended;
6. Where applicable, a statement that the pupil is a boarder.

In addition each school must record the following

7. The name and address of every parent and carer of the pupil;
8. Which of these parent and carers the pupil normally lives with; and
9. At least 2 emergency contacts linked to the child.

## Attendance Registers

The register is a legal document and may be used in a court of law. Online SIMs registration documents are used across the federation and it is the responsibility of the class teacher to complete. These documents must be available for inspection during school hours. They can be accessed in each school office and an allocated person is responsible for collecting the printed registers during an evacuation. Currently this person at Nettlestone Primary is Mrs M Ayling and at Newchurch Primary is Miss P Hopper.

Data from any paper documentation is transferred to SIMS in accordance with The Pupil Registration Regulations 2006. All registers, manual and computerised, should be kept by the school for 3 years.

The name of the pupil (in alphabetical order) and admission number should be entered into the register whether

manual or computerised.

The weekly heading columns should be completed with the dates.

No pupils should be marked as present unless the teacher is certain that they are in school.

Across the Federation:

KS2 pupils arrive at school at 8.30am.

The register is taken at 8.35am and closed at 8.40am. A child arriving after 8.40am is marked as late.

KS1 pupils arrive at school at 8.40am.

The register is taken at 8.45am and closed at 8.50am. A child arriving after 8.50am is marked as late.

From 9.00am the school will operate a first-day response call to any pupil identified as absent without reason.

Registers are taken when the class arrives back from lunch break.

Each manual register should have a copy of the recording code attached to the inside front cover.

The following codes, should be used when completing the Pupil Register:

/	Present during am session
\	Present during pm session
B	Educated off site
C	Other authorised circumstances
D	Dual Registration
E	Excluded
H	Extended holiday (agreed)
I	Illness
J	Interview
L	Late (before register closed)
M	Medical or dental treatment
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
T	Traveller absence
U	Late (after registers close)
V	Educational trip or visit
#	School closed to pupils and staff
Y	Enforced closure
Z	Pupil not on roll

Registration marks will be updated on receipt of reasons for absence and verification of whether the school has deemed the reason for absence to be authorised or unauthorised. The parents/carers' written confirmation, when obtained should be kept for a minimum of 3 years to provide an audit trail to verify the absence code.

## **Lateness**

Lateness will be addressed as a matter of routine by each school. A pupil who enters a classroom late has often missed the principle objectives for the day and must start to catch up so will start the day from a place of disadvantage. Their late arrival is also likely to disturb the class and delay learning for all.

Any pupil who arrives in class after the register is called is marked with code 'L' (present mark). If the pupil

arrives after the closure of the registers then code 'U' (unauthorised absence) should be entered. In these circumstances the ongoing lateness can be dealt with by legal sanctions and the school will discuss the case with the Education & Inclusion Service. The Federation works to the DfE guidance that registers should be closed within 30 minutes of the start of the school day.

## **Absence from School**

### **Authorised Absence:**

- Only the Executive Headteacher / Head of School may authorise an absence once written confirmation of the reason for absence from the parent or carer has been received. A telephone call conversation is not sufficient.
- The Federation will usually authorise absences due to illness unless we have genuine cause for concern about the veracity of an illness.
- A range of criteria may be considered when the Executive Headteacher / Head of School decides whether to authorise an absence. The decision to authorise an absence will usually be made within a maximum of 10 school days from the date of the absence.

### **Unauthorised Absence:**

The following examples are sample reasons given for absence which may constitute unauthorised absence:

- Shopping for school uniform, equipment, shoes, haircuts and any other such reasons
- Looking after parent, siblings or other family members who are unwell or require childcare/supervision
- Looking after the house or property
- Birthdays, including parties or treats
- Staying home to see visiting relatives - unless in certain circumstances having been agreed and authorised in advance with the school
- Day trips
- A family holiday

### **Family holidays during term time**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 removes the references to family holiday and extended leave as well as the statutory threshold for ten school days. The amendments make it clear that head teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. The Executive Headteacher will determine the number of school days a child can be away from school if exceptional leave is granted.

If the Executive Headteacher grants leave in exceptional circumstances then this will be marked with code 'H' (Authorised Holiday) for the period of time granted by the Executive Headteacher. If the leave granted exceeds 10 consecutive school days then code 'F' will be used from day 11 until the student returns.

Unauthorised leave will be marked with code 'G'

### **There are 175 non-school days in which holidays can be taken.**

The Local Authority expects schools to not grant any period of leave during term-time unless sufficient evidence to support an exceptional circumstance is provided by the parents.

Exceptional circumstances are not:

- A trip to work in the family business
- Cost
- Seasonal work
- Work commitments (exception given to armed forces)
- Family get together
- 'once in a life time'
- Birthdays

- Weddings

This is not a definitive list and when reaching a judgement of whether an exceptional circumstance has been met, the Executive Headteacher may take advice from the Education & Inclusion Service however the decision remains with the school.

Where leave is not granted but taken by the family the absence will be unauthorised and the school will implement the Truancy Penalty Notices procedures taking into consideration the Isle of Wight Council 'Code of Conduct under the provision of Education (Truancy Penalty Notices)(England) 2007 (Amendment) Regulations 2013 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'

### **Truancy Penalty Notices**

Truancy Penalty Notices (also known as Fixed Penalty Notices) are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age attends the school where they are registered or at a place where alternative education provision is provided. The purpose is to offer swift intervention for cases of unauthorised absence before the problem becomes too entrenched.

Parents and children will be supported by the Federation to overcome barriers to regular attendance, through a range of intervention strategies.

#### **Circumstances where the Isle of Wight Local Authority may issue a Truancy Penalty Notice:**

- A Truancy Penalty Notice can only be issued in cases of unauthorised absence.
- The presence of a suspended child in a public place at any time during school hours in the first five days of exclusion.

#### ***Leave of Absence in term-time / Consecutive day's unauthorised absence (No Truancy Penalty Warning)***

- Where the authorised absence of a minimum of 10 sessions occurs on consecutive days or is due to an unauthorised holiday.
- If a second leave of absence is taken during term time within any rolling 12 month period without the school's authorisation and there are unauthorised absences of at least 6 sessions in the 12 weeks preceding the Penalty Notice referral.
- Where the school has agreed to a specific number of sessions of leave during term time due to exceptional circumstances, and any additional sessions of unauthorised leave have been taken outside of the agreed period

Under the Education (Truancy Penalty Notices)(England) Regulations 2007 (Amended 2012), Headteachers can only grant leave under exceptional circumstances. It is for the Headteacher to determine whether or not such a request is exceptional and to state the number of days granted. Each request can only be judged on a case-by-case basis but it is usual that the Headteacher will be sparing in their use of this discretion.

#### ***Pupil who has persistent unauthorised absence/lateness - not consecutive (Truancy Penalty Notice Warning)***

All unauthorised absence will be addressed by the school with the parent. School will request a meeting with parents where there are concerns over attendance and where absences are not consecutive or there are 'broken weeks'. If thresholds are met the school will engage the support of Education an Inclusion Service which may result in a truancy penalty notice being issued.

### **Absence Management**

If a child starts to develop a poor pattern of attendance and continues to have unexplained absences (authorised or unauthorised) then school will make contact with parents to alert them of their concerns, if there is no response from parents and/or there is no improvement the school will invite parents to a School Attendance

Meeting (SAM) and may consider inviting the Education & Inclusion Service. If school attendance does not improve then a referral to the Education & Inclusion Service will be made.

### **Child Missing Education (CME)**

A child becomes defined as missing in education when the child has missed 40 consecutive sessions (20 days) but is still on roll at a school, the school has been unable to contact the family and the reason for absence has not been established by the school.

This would apply:

- When granted leave of absence by the headteacher, who then fails to return to school within 10 days immediately following the expiry of the agreed period;
- The child has been continuously absent from school for 20 days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason;
- When both the school and the local authority have failed, after reasonable enquiries, to ascertain their whereabouts;
- When a parent has accepted a place on roll but the child does not attend for the first day or subsequent 20 days (40 consecutive sessions in total).

If a child is deemed a Child Missing in Education then a referral to Education & Inclusion will be made once the following actions have been completed by the school:

- Make on-going attempts, beginning on the first day of any unexplained absence, to contact the pupils parents either by telephone or text messaging. This includes emergency contacts.
- Make further attempts to contact the parents, either by letter or by visiting the home;
- Contact any other schools where the pupil or their siblings are known to have been pupils;
- Check with the pupils' peer group to ascertain if they are aware of any change in the pupils place of residency;
- Contact any relevant agency, for example the family welfare officer in the relevant armed force in the case of a service child.

For pupils known to be at risk or where safeguarding is a concern the school will action the above and contact the child's social worker at the relevant team directly or Children's Reception Team on 0300 300 0117.

A pupil can only be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Once/if the family are located regardless of which agency they will

- Ensure that the family is aware of their legal responsibilities regarding attendance and make contact with the school;
- Inform the Education & Inclusion Service of the whereabouts of the child, who will then monitor the child to ensure that they return to school.

If the child has moved off-island and once the child is located then the school will keep the child on roll, coding the absence as 'C' until the child has a new school place and the Common Transfer File (CTF) is requested.

### **Pupil Tracking**

The maintenance of registers is governed by the Education (Pupil Registration) (England) (Amendment) Regulations 2016. Deletion from roll must follow strict guidelines and procedures.

Where a child is known to be moving, the school will contact the school the child is moving to so they can confirm the date the pupil will be put onto their register (agreed admission date, **NOT** the date the child arrives at school). The school will remove from roll on the previous school day to the date the child is put on the register at the new school.

If a child stops attending school and usual procedures to contact the parent/carer get no response, the school will contact the Education & Inclusion Service as a matter of urgency to initiate Child Missing in Education Procedures. If any professionals have a good reason to suspect that a crime against a child may have been committed they will immediately contact the police.

### **Requirements and Procedures**

All attendance data, whether handwritten or computerised will be held by the school office, within thirty minutes of registration. Any changes to the data can be monitored centrally and also guarantee centralised access in the case of emergency.

Each school will keep their attendance registers secure and retain them for three years from the last date entry. This includes electronic registers.

Senior school staff will check registers regularly to ensure that they are being completed in accordance with the legislation and the school's policy. They will also analyse the data to identify any patterns of absence which have not already been picked up.

### **The Education & Inclusion Team**

The Federation commissions the support of the Education & Inclusion Team to support our schools in developing and setting up effective systems and structures to deal with non-attendance at an early stage. They will support and advise schools regarding in-school systems as required and challenge practice that is in contradiction to legislation & guidance and work closely with them to change and reflect good practice.

### **Monitoring this Policy**

This policy will be monitored and reviewed on an annual basis.



## THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS

Dear Parents

### **Absence from school during term-time**

Any absence from school has many serious consequences for your child's education and will not be encouraged by the school.

- Your children could miss the beginning of a new topic or the teaching of a new skill, important coursework or even an examination on return he/she will be behind the rest of the class.
- It is very difficult and sometimes impossible to catch up on this learning.
- It puts additional demands on the teacher to help the children catch up, which means the rest of the class miss out on teacher attention.
- Your children may well struggle for the rest of the term on their topic, or for the rest of the year. The GCSE grades could be affected, or not even awarded as a consequence of this absence.

**IF YOU DO HAVE TO REQUEST PERMISSION TO REMOVE A CHILD FROM SCHOOL PLEASE GIVE THE SCHOOL AT LEAST ONE MONTH'S NOTICE.**

**ARE YOU AWARE THAT A FORTNIGHT'S HOLIDAY EVERY YEAR EQUALS MORE THAN HALF A YEAR OFF DURING YOUR CHILD'S SCHOOL LIFE**

It has been proven that children with less than 95% attendance including illness (i.e. 10 days) are unlikely to achieve their potential at school.

**Authorised absence - will only be given in exceptional circumstances**

**Unauthorised absence - if you as parents decide to take the holiday the school has the power to seek a truancy penalty notice against each parent.**

**Please be advised that the Governing Body of Newchurch Primary School have authorised the use of truancy penalty notices for holidays taken during the school term.**

**Please be aware that the current sanction as prescribed by the Government is £60 per child per parent. In event of non payment this will increase to £120. Should you wish to take your child on holiday during school time please be aware that you may be liable for this fine.**

Please remember the more often your child misses school  
the less your child will learn.

### **APPLICATION FOR LEAVE OF ABSENCE**

As parents, you have the legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority. This may result in a Truancy Penalty Notice (TPN) being issued or Prosecution under Section 444 Education Act for failure to secure regular attendance at school (see note below):

Name of Child:	Class:	
I am applying for leave of absence for my child from / to:	From: .....	To: .....
Number of school days that will be missed and for what purpose:		
Full names of Parent and/or Carers:		
Home address of Parent and/or Carers:		
<b>This leave cannot be taken during the school holidays because:</b>		
I have requested leave of absence previously this academic year:	YES / NO	
I have requested leave of absence last academic year:	YES / NO	
I also have children at (please name school/s):		
Parent/Carer signature:		
Date of request:		
<b>OFFICE USE</b>		
Having considered your request carefully, my decision is	Authorised / Unauthorised	
Signed:		
Date:		

**TRUANCY PENALTY NOTICES**

Unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice to each parent/carer, for each child for the period of absence from school. This will be issued as an alternative disposal to prosecution for failing to secure regular attendance at school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days, rising to £120 per pupil, per parent/carer if paid within 28 days.

Failure to pay the Penalty Notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444 Education Act for the non-attendance where the maximum fine is £2,500 and up to 3 months imprisonment.

**Please note there is no provision for payment of the penalty notice in instalments.**

## Addendum to Registration and Attendance Policy.

### Recording attendance in relation to Coronavirus (COVID-19).

#### Non-attendance in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19). A new category of non-attendance - 'not attending in circumstances related to coronavirus (COVID-19)' will only be used to record sessions where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)<sup>3</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

#### Attendance Codes

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code X

Circumstances where the X code would apply include pupils required to self-isolate. **Pupils who have symptoms should self-isolate and get a test.**

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I - illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

**Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19).**

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19). Code X should be used for these pupils during this period.

**Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

## **Pupils who are clinically extremely vulnerable in a future local lockdown scenario only**

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

## **Local lockdown**

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

## **Remote education**

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with this activity, but this will not need to be tracked in the attendance register rather in the individual teacher records.

## **Staggered start & finish times**

In accordance with DFE guidance the schools within the federation will be operating staggered start and collections. These times have been devised so as not to impact on teaching time. These timings will continue for as long as the DFE suggest that to do so is a protective factor.