



## The Fawbert & Barnard Infants' School

### **Attendance**

**This policy was adopted by the Full Governing  
Body of Fawbert & Barnard Infants School at the  
FGB meeting held on:  
March 2023**

Review due: March 2024



# Reedings Junior School and Fawbert and Barnard Infants School Attendance Policy



In close partnership with the local authority, other agencies and most importantly with parents and pupils, both schools are committed to high levels of attendance for every child.

We believe that children must attend school regularly and punctually if they are to take full advantage of the educational opportunities available to them.

## Aims and Objectives of Attendance Policy

- To ensure that legal requirements are met.
- To give a high priority to attendance and punctuality.
- To identify clear channels of communication with parents.
- To ensure that up-to-date attendance data is available.
- To identify what is considered as authorised/unauthorised absence.
- To make provision for first-day of absence contact.
- To have clear procedures to identify and follow up all absences.
- To undertake early intervention.
- To employ a range of strategies to deal with absenteeism.
- To be sensitive to individual pupils' needs.
- To maintain regular meetings between the school and its allocated LAAO (Local Authority Attendance Officer).
- To establish clear lines of communication with outside agencies.
- To ensure that all staff adopt a consistent approach in dealing with absence and lateness.
- To inform and involve governors.
- To use the prospectus, induction meetings, parents' evenings and other communications with parents as opportunities for setting out our policy and expectations with regard to attendance and punctuality.
- To review attendance policy at regular intervals (annually)
- To maintain registers in accordance with the principles and procedures outlined in the Department for Education Advice on School Attendance Oct 2014 (available on the Herts Grid).
- To make it clear to parents that it is the school - not the parent – who authorises an absence. Authorisation for absence is granted or withheld according to the criteria outlined in the Department for Education Advice on School Attendance Oct 2014 (available on the Herts Grid).
- To record and monitor lateness in accordance with the principles and procedures outlined in the Department for Education Advice on School Attendance Oct 2014 (available on the Herts Grid).

- To grant leave for absence during term time only in accordance with the principles and procedures outlined in the Department for Education Advice on School Attendance Oct 2014 (available on the Herts Grid).
- To consider attendance from a whole school perspective including the link between attendance and achievement.
- To encourage all staff - including ancillary and administrative staff - to see attendance as part of their responsibility.
- To actively address all issues - such as bullying – which may lead to non-attendance.
- To notify their allocated LAAO of any pupil of compulsory school age who fails to attend school regularly. Contact Attendance Duty East on 01992 555261.
- To notify the authority if a child is absent for three or more consecutive days with no contact from the parent/carer and report the child 'missing from education'. Contact CME Officer on 01992 556867 or complete referral form and send to [csf.cme@hertfordshire.gov.uk](mailto:csf.cme@hertfordshire.gov.uk)
- To notify the Local Authority of any pupils of compulsory school age who fail to attend school regularly, have irregular attendance, or have 10 or more consecutive school days' absence without the school's permission. Schools are also under a safeguarding duty, under Section 175 of the Education Act 2002 to investigate any unexplained absences (<https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-guidance-and-statutory-responsibilities>) Penalty Notice Application will be completed and submitted to the Local Authority along with a signed certificate of attendance, and any penalty notice warning letters previously sent to parents.
- To invite the LAAO to planning meetings, if necessary.
- Not to exclude pupils because of non-attendance.
- To provide attendance data, for the school as a whole, and for individual pupils as required.
- To complete the 'Removal from Roll' form for every child removed from roll (Appendix 4). Provide as much information as we have available and return the form to the Attendance Duty East Team.
- To include in each pupil's annual report to their parents, information relating to the number of unauthorised absences which the pupil has accrued during that school year and comment on levels of authorised absence where these are considered to be a cause for concern.
- To publish in the prospectus information relating to levels of absence, both authorised and unauthorised.

## **Responsibilities – Parents and Carers**

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Parents should: -

- ensure that their children arrive at school on time, properly dressed and in a condition to learn.
- instil in their children an appreciation of the importance of attending school regularly.
- impress upon their children the need to follow the school rules.
- take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings.
- work in partnership with their children's school to resolve issues which may lead to non-attendance.
- ensure that they are aware of the attendance policy.
- notify their child's school if he/she is absent. This must be done on the first day of absence. They should also provide an explanation for the absence.
- ensure, as far as possible, medical/dental appointments do not take place during school hours.
- ensure that they do not book holidays during term time.

Parents/carers are asked to contact the school by phone or e-mail on the first day of absence. If there is no phone message, the school will attempt to contact the parent/carer to establish the reason for the absence.

## **Responsibilities - Schools**

Schools are responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance.

Schools are required to take attendance registers at the start of the morning session and once during the afternoon session and to record whether pupils are present, absent or on an approved educational activity.

Schools are required to differentiate in the registers between absence that is authorised and absence that is unauthorised.

## **Responsibilities – County Attendance Team**

The Attendance Teams fulfil the statutory duty of the County Council in enforcing regular school attendance. In doing so it enables schools and parents to meet their respective responsibilities.

Each school in Hertfordshire has a link Local Authority Attendance Officer (LAAO) who can work with the school.

The Attendance Teams can offer the following services: -

### **Attendance Duty System:**

A dedicated telephone line through which schools can contact an LAAO between the hours of 9.00 am to 1.30 pm, Monday to Friday.

Types of enquiries may include –

- school issues e.g. register coding, holiday absence etc.
- enquiries relating to a pupil
- 10-day absence returns
- request for Early Intervention letters
- FPN enquiries
- Removal from Roll enquiries
- requests for referrals

## Attendance Registers

1. Attendance registers are legal documents that may be required as evidence in court cases. They are necessary so that the school knows who is in school in the event of a fire or other emergency.
2. Registers are taken at the beginning of each morning and afternoon session.
3. Registers must record whether each pupil is present, absent or engaged in an approved educational activity. In the case of a pupil of compulsory school age who is absent, the register must also indicate whether the absence has been authorised by the school.
4. At F & B, morning registers open, for a 10-minute registration period in the mornings from 8.35-8:45am. Children arriving between 8:45-9:00am will need to report to the school office, as they will be marked as 'L - late (BEFORE register closes)'. Children arriving after 9:00am will be marked as 'U - late (AFTER register closes)'. This counts towards 1 session of unauthorised absence.  
  
Afternoon registers open for ten minutes after lunchtime in each school. At F&B Year N opens at 12, Year R opens at 12:30, Year 1 and 2 opens at 1pm. For Years 3 and 4 at Reedings they open at 12:45pm and for Years 5 and 6 they open at 1pm.
5. When calling the register, the appropriate mark and/or symbol should be placed against each pupil's name - gaps should not be left so that entries can be made later. See Appendix 1 for attendance codes.
6. When the reason for a pupil's absence cannot be established at the beginning of a session, the absence should be recorded as 'no reason given' (N) and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.
7. A pupil's name may not be deleted from the attendance register unless it has also been deleted from the admissions register.
8. Registers are made available for inspection by the LAAO when requested.
9. Registers should be kept in a secure place for a period of not less than 3 years.
10. The office staff are responsible for checking reasons for absence and recording these. They consult the Headteacher if in doubt about the legitimacy of a reason for absence.

### First Day Absence contact

Registers and phone messages are checked at the close of registration and an attempt is made to contact parents/carers who have not informed the school of the reason for the child's absence.

### Follow up procedures and notes (See Appendix 3 and 3a for the flow chart used in the office.)

If there is no response the office staff will make personal contact with the parent to ascertain the reason for absence. This will always be via a phone call and may also include sending a text or email.

Contact attempts are recorded on 'Arbor' with times and details.

Day 1 – First Day Absence Contact as above

Day 2 – A further attempt to make contact with parents/carers via telephone, text message and email. Possible home visit.

Day 3 – A further attempt to make contact with parents/carers and other family members/carers recorded on our management systems. If no communication has been established by 2pm, child to be reported to the Local Authority as 'missing from education'. Home visit.

We hold the right to compress the timeframe of any attendance follow up procedures as stated above if we feel that it is required due to the unique and individual circumstances. We do this for the duty of care we have for our pupils and families.

### **Punctuality**

1. We take steps to actively encourage excellent levels of punctuality. Lateness is monitored and followed up. Initially parents are spoken to by the class teacher or TA and this is followed with a meeting with the Headteacher and then a letter if lateness persists.
2. The school policy, prospectus and induction information clearly state the time at which each school session begins and finishes, including the time at which registers open and close.
3. When a pupil arrives late and the register is still open (8.55 to 9.05) they should be marked as 'late' but counted as present for that session (see Appendix 1). Mark L
4. When a pupil arrives after the register has closed (after 9.05), they should be marked as 'Late after register closes' for that session, which counts towards unauthorised absence. Mark U
5. When a pupil arrives late, having missed registration, their presence on site must be added onto 'Arbor' (and also noted on the class laminated list for purposes of emergency evacuation, etc., at F&B only)

## Authorising Absence and Approved Educational Activity

1. Only the school can authorise an absence. The fact that a parent/carer has provided a note or other explanation in relation to a particular absence does not, of itself, oblige the school to accept it. If, after further investigation, doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised.
2. School policies with regard to the notification and categorisation of absence are communicated to parents through the school prospectus and induction information. It is acknowledged that some parents/carers, such as those whose first language is not English or who are illiterate, may experience difficulty in providing notes. In such cases the school will make alternative arrangements.
3. Physical notes received are summarised and recorded on 'Arbor' along with any details obtained from telephone or email.
4. Absence could be authorised if:
  - the pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school').
  - the pupil is ill or prevented from attending by any unavoidable cause.
  - the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent/carer belongs.
  - the pupil is the child of traveller parents who temporarily leave the area giving reasonable indication of their intention to return.
  - there is a family bereavement.
  - the pupil is taking part in an approved public performance.
  - the pupil is involved in an *exceptional* special occasion. In authorising such absences, the individual circumstances of the particular case and the pupil's overall pattern of attendance should be considered.

Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation. Or that the pupils attendance is such that it is below 90% and additional monitoring is in place to support the family.

Pupils who are engaged in off-site educational activities should be recorded as approved educational activity Mark B for 'educated off site' and P for 'sporting activity (approved)'. For statistical purposes, such pupils may be counted as present even though they are physically absent.

A pupil should also be recorded as approved educational activity if they are on a field trip or educational visit. (Mark V 'Educational Trip')

The key features of approved educational activity are that they are:

- i) educational and directly linked to the school's programme
- ii) approved by the school
- iii) supervised by the school or someone authorised by the school

Schools should ensure that in the event of a fire drill or other emergency evacuation they are able to carry out an immediate headcount as to the number of pupils physically present on-site.

In some exceptional circumstances a leave of absence will be granted for pupils to take part in an event or educational activity, not directly linked with the school, such as a ballet exam, aptitude test or sporting audition. (Mark C 'Other Authorised Absence')



## **Family Holidays and Extended Trips Overseas During Term Time**

Amendments to the 2006 Pupil Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended leave for holidays in term time. The amendments make clear that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

See Appendix 2 for request for leave form.

## **School Procedure for following up unauthorised absence/persistent lateness**

The school will follow procedures recommended by the LAAO.

The class teacher or TA will speak to the child's parents in the first instance. This will be followed by a meeting or series of meetings with the Headteacher and a letter if lateness/absence persists.

School will notify the Local Authority of any pupils of compulsory school age who fail to attend school regularly, have irregular attendance, or have 10 or more consecutive school days' absence without the school's permission. This will involve notification of the LAAO.

LAAO's can apply for a fixed penalty notice or they can seek permission to prosecute.

Further information is available in the Department for Education Advice on School Attendance Oct 2014 (available on the Herts Grid)

### Additional information and support strategies

- At Fawbert and Barnard the school is aware of and use strategies to support any pupils who have emotionally based school avoidance.
- Parental Agreement of attendance upon admissions
- Shared when relevant in parent workshops
- Half termly monitoring
- Attendance is core to all EHCP, SEN, PPG reviews and meetings
- Attendance is discussed as part of safe guarding and vulnerable governor visits
- Attendance letters
- Attendance shared with all teachers in half termly staff meeting so they are aware of the wider picture and can follow this up in class.
- Attendance meetings offering support to identify barriers and reason for absence
- Monitoring of lateness
- Arbor live system used with parents so they see their pupil attendance.
- Use of PPG funding to support attendance if required and relevant
- Bespoke attendance rewards for key pupils which include thank you letters to parents every half term for improved attendance.
- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote rewards and celebrate progress but continue to outline sanctions
- periodically review practice and consistency both across and between the school including our linked Junior school Readings

- Regular parental reminders in newsletters including visuals to support the impact that poor attendance can have.
- proactively promote attendance practice as part of staff induction
- consider the individual needs and vulnerabilities of pupils
- We welcome pupils back following an absence and provide good catch up support to build confidence and bridge gaps. This can be SLT, class staff or a named adult.
- We ensure that lesson resources are matched to their need if learning as been missed – addressed and monitored for impact during pupil progress meetings
- We can and have used buddy support
- One to one input with families or pupils
- Office staff aware of families on monitoring so can raise immediately with a member of SLT on any given day.
- Use of school Pastoral Offer to provide additional layer of support for families that do not necessary meet other thresholds.
- meet with pupils/families to discuss absence, patterns, barriers and problems
- Establish action plans to remove barriers, provide additional support and set targets. This could include: lunchtime arrangements, support with uniform, transport, wake up routines or emotional wellbeing
- lead regular check-ins to review progress and the impact of support for PA or identified key pupils
- make regular contact with families to discuss progress – thank you letters etc.
- consider what support for re-engagement might be needed, including for vulnerable groups
- close links with feeder junior school to support whole families (where children would usually be in one place).
- two members of staff trained as Families First Practitioners so that additional support can be provided for families in an alternative way.
- Attendance shared across all of SLT (head, deputy, INCo) and discussed based on positive relationships with families as to which groupings would be most successful.

## Appendix 1

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils) <b>Used for COVID related absences</b>	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at [www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance](http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance)

**Appendix 2**

**Reedings Junior & Fawbert and Barnard Infants School**  
**Application for Leave of Absence**

As a parent/carer you should fill in this form if you need to take your child out of school during term time.

After completing the form, please return it to the Headteacher of your child's school no less than 3 weeks before the date when you want the period of absence to start.

We follow the County regulations when considering requests for leave of absence (see below): Changes to legislation make clear that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances. Headteacher's no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, please complete this form and make an appointment with the Head teacher to discuss your application.

If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

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I request that.....(name of child)

Class.....

Be granted leave of absence from.....

to.....

**I enclose a supporting letter to outline the special circumstances that make it necessary for my child to have leave of absence**

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Signature of parent/carer.....

Date.....

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Your request for leave of absence for.....(name of child)

has been agreed/refused in line with DFES guidance. Thus any absence will be recorded as authorised/unauthorised in the pupil register.

—

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(Headteacher)\_\_\_\_\_ (date)

*If this application is refused, please confirm in writing if you still intend to take this unauthorised absence.  
Should you decide to take unauthorised absence, you could be at risk of a fixed penalty notice being served.*

### **Appendix 3**

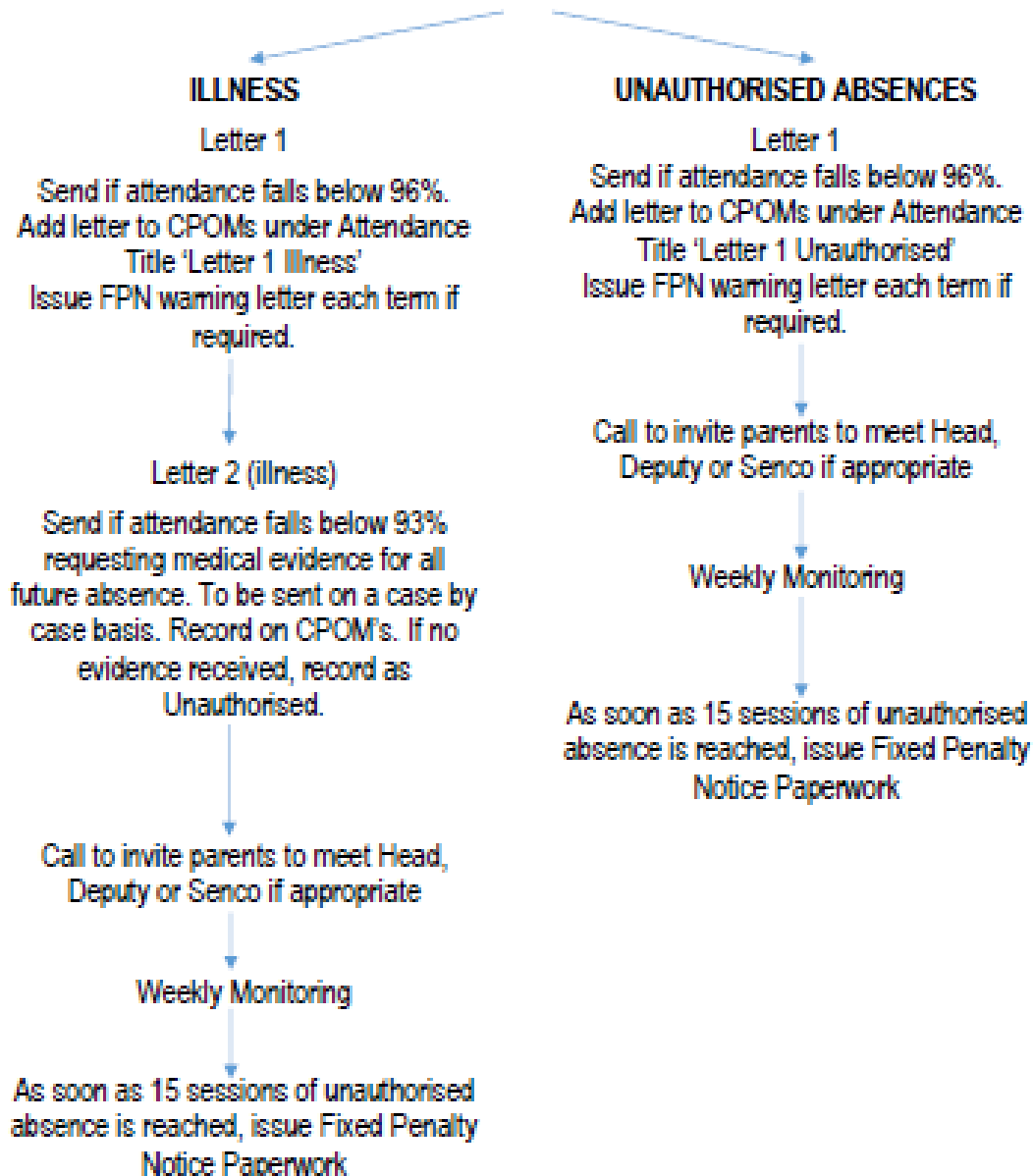


## Attendance Flow Chart

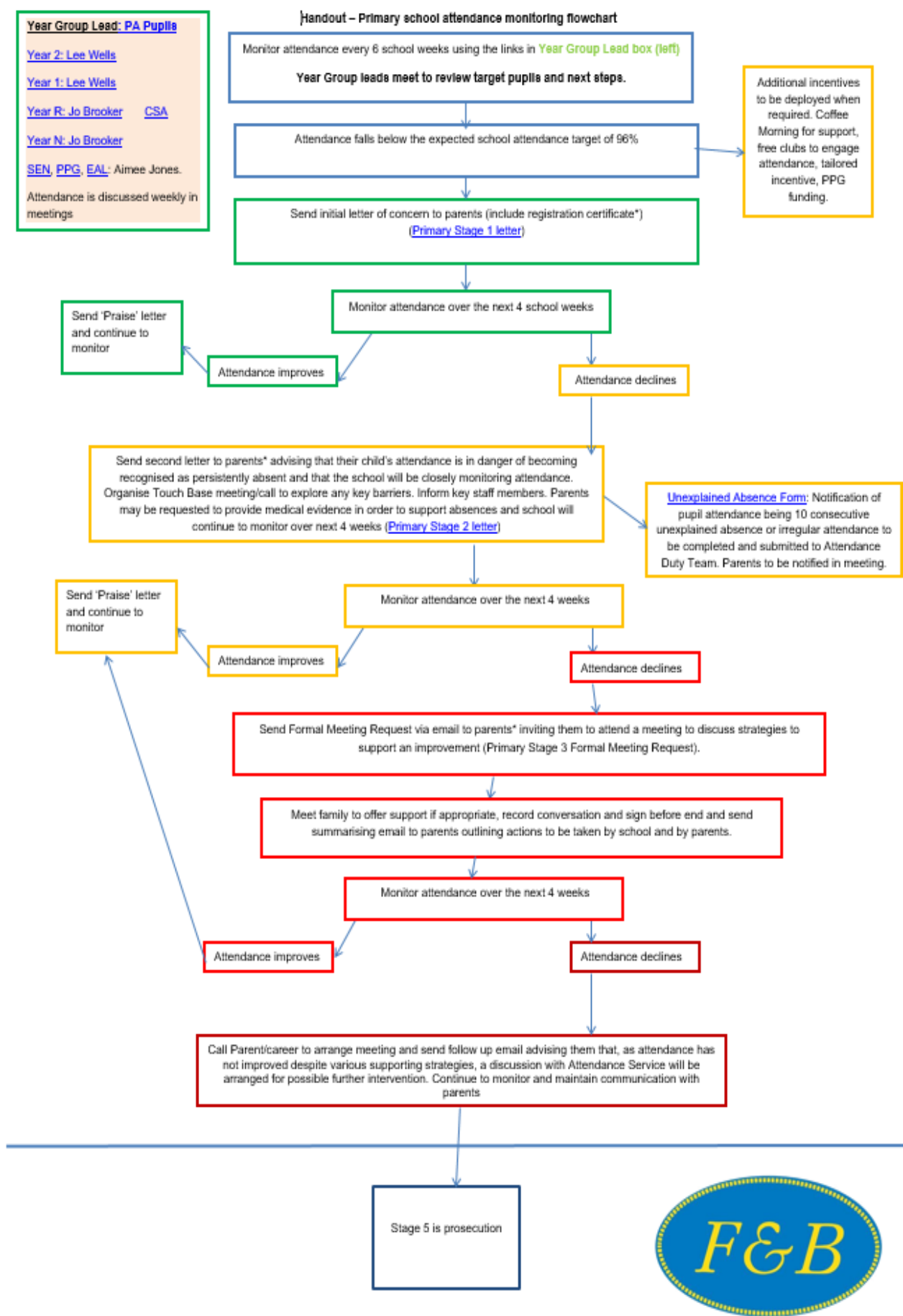
Day 1 - An attempt is made to contact parents/carers who have not informed the school of the reason for the child's absence via text and phone call.

Day 2 – A further attempt to make contact with parents/carers via telephone, text message and email.

Day 3 – A further attempt to make contact with parents/carers and other family members/carers recorded on our management systems. If no communication has been established by 2pm, child to be reported to the Local Authority as 'missing from education'. Possible home visit.



Readings Junior School, Bullfields, Sawbridgeworth, Herts, CM21 9DD  
Tel: 01279 722578 Email: admin@readings.herts.sch.uk



\*registration certificate to be available/included with all correspondence and communication with parents (and minutes late report if appropriate)

**Letter 1 wording:**

Dear .....,

Date...

At Fawbert & Barnard, we have really high expectations of children's attendance, as there are such clear links between attendance and punctuality, academic success and the ability for children to maintain positive relationships with their peers.

The purpose of this letter is to initially highlight a dip in attendance and open a conversation about any additional support families may require: this can include lateness. In many cases no additional support will be needed at this stage as it was for a simple reason for example, a bout of sickness or chicken pox.

By having these early systems we can help ensure pupils do not miss any more learning time than needed and that families get as much wider support as possible. Our records show that since the beginning of this academic year ??'s attendance has been ??%. This includes ??% late marks. Attendance is calculated from the start of this academic year until ???. The attendance percentage on the Arbor app is live and therefor may not match the percentage figure referenced above.

As a school, we have set a minimum attendance target of 96% for all our pupils. While we recognise that some reasons for absence will be unavoidable, we hope together we can improve ??'s attendance.'

If you think the information we have is inaccurate, please do contact the admin team.  
Please note: This is a standard letter sent to the parents of ALL children whose attendance falls below 96%.

Thank you for your cooperation.  
Yours sincerely,

**Letter 2 wording:**

I refer to my letter of ..... regarding ??'s attendance.

Since the start of the School year ?? has been absent for a number of sessions. This is concerning as it means ??'s attendance overall is ??% which is below the School's minimum target of 96%. Attendance is calculated from the start of this academic year until ???. The attendance percentage on the Arbor app is live and therefor may not match the percentage figure referenced above.

The purpose of this letter is to follow up and highlight that the initial dip in attendance has continued and ensure that a conversation occurs about the individual occasions of absence. This, where in agreement can enable support to be put in place. The school will contact you to arrange a meeting or phone call at a mutually agreeable time.

Collectively, our aim is for XXX to be in school for at least 96% of the time. By having these secondary systems we can help ensure pupils do not miss any more learning time than needed and that families get as much wider support as possible.

We understand that some absence due to illness may be unavoidable, however it is important the School are aware of any on-going health problems (accompanied by any evidence wherever possible).



Moving forward we ask, where appropriate and able that all absences, are accompanied by a form of evidence such as a doctor's note or appointment card in order to be authorised. This does not include such illnesses as vomiting as this falls under the schools 48hour policy and would not necessarily warrant a medical appointment.

Thank you for your cooperation and support.

Yours sincerely,

## Appendix 4

### Removal from Roll Hertfordshire Integrated Services for Learning Attendance Team

To: **Hayley Walton**

ISL Attendance Team

From: Fawbert and Barnard Infants School

School/Academy School Number: **222**

#### NOTIFICATION OF REMOVAL OF PUPIL FROM ADMISSION ROLL

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in **Regulation 8** of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll, they must notify their Local Authority. This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support Centres and Independent Schools. *Please use this form in conjunction with the Regulations.*

#### Please provide the following information:

**NAME OF PUPIL:**

**DOB:**

**Gender:**

**Name of parent with whom pupil normally resides, or name of parent with whom pupil will newly normally reside:**

**Current Address:**

**Postcode:**

**Tel No:**

**At this address from**

**e mail address of parent:**

**UPN**

**Is the pupil looked after by HCC?**

**Does the pupil have a statement or Education Health Care Plan?**

**Date pupil came on roll:**

**Date pupil taken off roll:**

**Name of new school:**

**DfE number:**

**Address of new school if outside Hertfordshire:**

**On roll from:**

#### REASON FOR REMOVING PUPIL FROM THE ADMISSION ROLL

**in accordance with regulation 8:**

**8a. A new school is named on a School Attendance Order, or the Order is revoked by the local education authority. If not attending a new school:**

Reason School Attendance Order was revoked:

**8b. Pupil is registered at another school**

**8c. Pupil is registered at more than one school**

(and the proprietor of the other school has consented to the deletion)

**8d. Elective Home Education**

Please attach a copy of the parent's letter (a pupil may only be removed from the school roll if written notification has been received from the parent confirming their intention to educate the child 'otherwise than at school')

**8e. Pupil has ceased to attend the school and no longer ordinarily resides at a place which is within a reasonable distance of the school or academy (except boarders)**

**8f. Pupil has failed to return from an agreed leave of absence for exceptional circumstances**

Pupil's name may only be removed if they are not prevented from attending because of sickness or reasonable cause **and** joint enquiries by the school/academy and the local authority have failed to

ascertain the pupil's whereabouts.  
Please give details of actions taken:

.....  
**8g. Pupil is certified as medically unfit and is likely to remain so beyond compulsory school age**

Please confirm that the Medical Officer **Yes/No** and parents **Yes/No** have agreed to the removal from roll

**8h. Pupil has been continuously absent for not less than twenty school days**

The pupil must have been continuously absent (unauthorised) for not less than 20 school days and is not prevented from attending due to sickness or reasonable cause **and** joint reasonable enquiries by the school/academy **and** the local authority have failed to ascertain the pupil's whereabouts

Please give details of actions taken

**8i. Pupil is in Custody**

Please confirm that the pupil is serving a custodial sentence of four months or longer

**8j. Pupil has died**

**8k. Pupil will cease to be of compulsory school age before the school next meets**

The relevant person has indicated that the pupil will cease to attend the school or the pupil does not meet the academic entry requirements for the school's sixth form

**8l. Pupil has ceased to be a pupil of the school**

This regulation does **not** apply to and may **not** be used by Maintained Schools, Academies, ESCs, City Technology Colleges or City Colleges for Technology or Arts

**8m. Pupil has been permanently excluded (and any appeal process is complete)**

**8n. Pupil completing nursery education is not transferring to reception or a higher class at the school**

**8o. Pupil is a boarder and fees remain outstanding at the end of the school term to which they apply**

**If the pupil has left the school without explanation are there any concerns about the pupil's welfare?**

**Yes/No** If yes, please give details:.....

**Do you consider the pupil to be at risk of Child Sexual Exploitation or radicalisation? No**

if yes, please give details

.....  
**Please Note: Whenever a pupil leaves a school/academy a Common Transfer File (CTF) MUST accompany him or her. Further information on the transfer of a CTF can be found on [www.education.gov.uk](http://www.education.gov.uk) and <https://www.hertsforlearning.co.uk/resources/gdpr-guidance-records-management>**

**Date CTF sent to new school or lost pupil database:**

Name of person completing this removal from roll form (please print): **REBECCA NEWTON, HEADTEACHER**

Contact telephone number **01279 722578** Date form completed

**Please return to the Area Attendance Duty Team using secure email system i.e. Schools or Herts FX to: [AttendanceDutyEast@hertfordshire.gov.uk](mailto:AttendanceDutyEast@hertfordshire.gov.uk) or [AttendanceDutyWest@hertfordshire.gov.uk](mailto:AttendanceDutyWest@hertfordshire.gov.uk)**

**Or please return this form to your ISL Area Attendance Team:**

**East Area:** North Herts, Stevenage, East Herts, Broxbourne & Welwyn Hatfield - CH0138 East Area Office, County Hall, Pegs Lane, Hertford SG13 8DF

**West Area:** Watford, Three Rivers, Hertsmere, Dacorum & St Albans: - AP1102 Apsley 2, Brindley Way, Hemel Hempstead HP3 9BF