



**KINGSWAY COMMUNITY TRUST**

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## **SCHOOL ATTENDANCE POLICY**

**July 2024**

# School Attendance Policy

**Date: July 2024**

**Review date: Autumn 2029**

## 1. Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Kingsway Community Trust believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- 1.3 The Trust values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance.
- 1.4 The Trust recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 1.5 This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) through our whole school culture and ethos that values good attendance, including
  - Setting high expectations for the attendance and punctuality of all pupils
  - Promoting good attendance and the benefits of good attendance
  - Reducing absence, including persistent and severe absence
  - Ensuring every pupil has access to the full-time education to which they are entitled
  - Acting early indication to address patterns of absence
  - Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

- 1.6 The term 'school' can be defined as any school within Kingsway Community Trust.

## 2. Legal Framework

- 2.1 This policy is based on the DfE's statutory guidance '[Working together to improve school attendance](#)' (effective from 19 August 2024) and school attendance parental responsibility measures.

The guidance is based on the following legislation, which set out the legal power and duties that govern school attendance:-

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

It also refers to:-

- School Census Guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

### **3. Safeguarding**

- 3.1 Every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.
- 3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties with the family. Poor or irregular attendance, persistent lateness or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.
- 3.3 Safeguarding the interests of each child is everyone's responsibility and within the context of this school; safeguarding and promoting the welfare and life opportunities for children encompasses: attendance, behaviour management, health and safety, access to the curriculum and anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.
- 3.4 More information on safeguarding and the protection of children can be found in the Trust's Safeguarding Policy.
- 3.5 In order to allow us to safeguard the children in our care, it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.
- 3.6 It is also important for parents to inform the school of any specific vulnerability in relation to their child or home circumstances.

### **4. Categorising Absence**

- 4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

- 4.2 Absence can only be authorised by the Executive Headteacher or Head of School and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 4.3 Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.
- 4.4 Absence will be categorised as follows:
- a) **Illness** - In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription or medicine bottle
  - b) **Medical/Dental Appointments** - Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card or mobile phone appointment to school.
  - c) **Other Authorised Circumstances** - This relates to occasions where there is cause for absence due to a very rare exceptional circumstance. Exceptional circumstances can only be authorised by the Executive Headteacher or Head of School.

**Excluded (No alternative provision made)** - Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

d) **Religious Observance**

The Trust acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration by written request by the parent of authorized absence

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than two days in total in any academic year. Any further absence will be categorised as unauthorised.

e) **Traveller Absence**

It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible (see appendix 2)

f) **Late Arrivals**

Registration times are as follows:-

- Ladybarn 9.00am, register closes at 9.30am

- Green End 9.00am, register closes at 9.30am
- Cringle Brook 8.50am, register closes at 9.20am

Pupils arriving after this time will be marked as present but arriving late. Pupils arriving after the close of register will be recorded as late (code L). The register will close 30 minutes after opening and pupils arriving after the close of the register will be recorded as late (code U) this is not authorized.

On arrival after the close of register, pupils must immediately report to the late desk to get a late slip. This is to ensure that we can be responsible for their health and safety whilst they are in school. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause

#### g) **Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Executive Headteacher or Head of School.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays

4.5 Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Executive Headteacher. Retrospective requests will not be considered and therefore will result in the absence being categorized as unauthorised. Parents need to await the Executive Headteacher's response before making any arrangements for absence.

4.6 All requests for leave of absence will be responded to in writing.

4.7 If a pupil fails to return from a leave of absence and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

4.8 If the permission to take leave is not granted and the parent takes their child out of school, the absence will be unauthorised. In such cases the school will always request the local authority issue a penalty notice or consider other legal sanctions including prosecution in the magistrate's court.

4.9 Leaving the School Premises during school hours - Children are not allowed to leave the school premises without an approved adult, (approved in writing or verbally by the parent/carer). There may be circumstances when parents/carers approve their child leaving school unaccompanied. In

all cases, entries are made in the signing out book recording name, class, time, reason and person accompanying where applicable. This procedure is particularly important for emergency procedures in case of fire etc.

## 5 Roles and Responsibilities

### 5.1 Governance - The Trust board is responsible for :-

- Promoting the importance of school attendance across the Trust's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole Trust
- Making sure staff receive adequate training on attendance
- Holding the EHT to account for the implementation of this policy
- Making sure that the Trusts attendance management system is delivered effectively
- Making sure that the Trust has high aspirations for all pupils but adopts processes to pupils individual needs
- The lead trustee for attendance, appointed by the board is instrumental in the monitoring of pupil attendance

### 5.2 Executive Headteacher/ Head of School / Deputy Headteacher is responsible for :

- Implementation of this policy at the schools
- Monitoring school-level absence data and reporting it to governors/trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting statutory action in line with Manchester's Statutory Action Escalation Pathway or authorizing the Attendance Support Officer
- Ensuring effective communication between school, the Local Authority and parents/carers of pupils with Special Educational Needs (SEND) where there are barriers to attendance which relates to the pupils needs
- Following Manchester City Council's Children Missing Education (CME) Protocol when a pupil's whereabouts is unknown
- Strategic oversight for setting a whole school approach to mental health and well being
- Promoting the health and wellbeing of children and young people in school

### 5.3 The designated Senior Attendance Champion (EHT) is responsible for:

- Leading attendance across the school
- Offering a clear vision for improving and maintaining good absence
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff

### 5.4 The Attendance Support Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the HOS/EHT
- Working with the local authority and other key stakeholders to tackle persistent and severe absence

- Liaising with the EHT/HOS as to when a request for statutory action in line with Manchester's Statutory Action Escalation Pathway is appropriate.
- The attendance support officer can be contacted via the school offices

5.5 Class Teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting this information to the school office
- Promoting and supporting good attendance of individuals in their class

5.6 School Admin/Office Staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Executive Headteacher/Head of School in order to provide them with more detailed support on attendance.
- Contact parents regarding absence where no call from parents has been received

5.7 Request that Parents will:

- Make sure their child attends every day on time
- Contact the school to report their child's absence on the main school number on the first day of the absence and an update on each subsequent day of absence
- Provide more than 1 emergency contact number for their child
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Engage with school support aimed at improving school attendance

5.8 Pupils are expected to

- Attend school every day on time

## 6 Using Attendance Data

6.1 The school will:

- Monitor attendance and absence data half termly, termly and yearly across the school and at individual pupil level
- Identify whether there are groups of children whose absences may be cause for concern or particular cohorts of pupils where attendance is affecting their achievement/outcomes

Pupil-level absence data will be collected each term and published at national and local authority level through the DFE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The schools will compare attendance data to the national average and share this with the local governing body/trust board

### Analysing attendance

6.2 The school will:

- Analyse attendance and absence data to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns

- Identify pupils whose absence may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

### 6.3 Using data improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families

### 6.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.

The first week of a new half term the Attendance Support Officer will provide all class teachers with attendance data for the previous half term for each pupil within their class. Every pupil will be colour coded as indicated below:

**GREEN – 95% and above**

**AMBER – below 95% but above 90%**

**RED – 90% and below**

The Executive Headteacher and Heads of School are presented with a full set of data. The Head of School will meet with the Attendance Support Officer half termly. In this meeting red and amber 2 children are discussed and actions put in place to improve attendance.

The overall totals in each category will be shared with the Local Governing Body Committee and overall absence data is shared at Trust Board meetings.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

The Trust will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998.



## 7 Support Systems

7.1 The School's recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources that are appropriate for support and to accept the support that is offered or advised.

7.2 The Trust also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

### 7.3 Anti-poverty

We are always mindful of the significant impact of poverty on children and families. We ensure that staff:-

- Are non-judgmental about a family financial circumstance
- Bear this in mind when arranging any school activities with cost implications
- Understand the impact this may have on a parents' mental and physical well being
- Are available and approachable for parents and children

7.4 The school may implement a range of strategies to support improved attendance. Strategies used may include, and will be subject to, monitoring and evaluation in terms of impact and effectiveness on a regular basis:

- Information meetings and discussion with parents and pupils
- Pupil Voice Activities
- Friendship groups
- PSHE
- Family support referral
- Additional learning support
- Behaviour support
- Reintegration support packages
- Early morning call
- Picking up child in emergencies
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies/Voluntary early help assessments
- Time limited part time time-tables

7.5 If a pupil has an Education, Health and Care Plan, the school will communicate with Manchester City Council EHCP team at an early stage once they become aware of barriers to attendance that relate to the child's need.

- 7.6 Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.
- 7.7 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Trust will consider the use of legal interventions which include the use of legal sanctions

## 8 Legal Sanctions

The Trust will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case by case basis

### Penalty notices

- 8.1 Manchester City Council, upon a request from school, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice
- 8.2 Before requesting a legal sanction, the school will consider the individual case, including:
- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
  - Whether a penalty notice is the best available tool to improve attendance for that pupil
  - Whether appropriate support has been put in place
  - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
- 8.3 Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence
- 8.4 The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice
- 8.5 If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days
- 8.6 If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days
- 8.7 A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### Notice to Improve

- 8.8 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, a Notice to Improve letter will be issued in line with processes set out in by Manchester City Council's Code of Conduct. This will include a clear warning that a penalty notice may be issued if attendance doesn't improve within the monitoring period which will be up to 6 weeks. Sufficient improvement will be decided on a case-by-case basis.

**Issue Status**

Date	Issue	Date approved by Trustees	Review date
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April 2023	Version 2 – April 23	17 July 2023	Summer 2028
September 2023	Version 3 – September 2023	18.10.23	Autumn 2028
Updated out of review cycle following updates to MCC Model policy			
July 2024	Version 4 – July 2024	18.7.24	Autumn 2029
Updated out of review cycle following updates to MCC Model policy			

# Appendix 1

## Escalation of Attendance Interventions

### Promoting High Attendance for All

Parents are informed in writing of the importance of good school attendance and punctuality and their full support is requested at the beginning in the school prospectus and by letter in September. All parents are strongly encouraged to telephone school if their child is unable to attend on a given day.

- Parents will receive a letter home congratulating them on their child's good/excellent attendance.
- Pupils will be rewarded within the school's merit system in termly assemblies and weekly 100% rewards.
- If a child arrives new to school as long as they arrive in the first half term of the given term they can get a badge 100% since starting.
- Pupils with this level of termly and annual attendance will receive a badge.
- Children who achieve 99% or 100% attendance for the academic year are awarded a trophy in the summer attendance assembly. The 100% trophy will include those children who have only had authorised religious days and no others in the academic year
- They will also include pupils who have only missed school for medical appointments due to conditions which necessitate they go as required, including speech and language. Trophies can be awarded to children with 100% as long as they have completed a minimum of 2 terms in school. The Attendance Support Officer will monitor the effectiveness of interventions.
- Children with improved attendance may not qualify for a badge, but good improvement will be sent a 'well done' postcard.

Half termly RAG rating exercise and discussions with Heads of School. In this meeting red and amber 2 children are discussed and actions put in place to improve attendance.

Attendance is also monitored on a daily basis by the Attendance Support Officer.

Telephone messages are accepted and recorded on the SIMS system.

If a child is absent with no contact the following actions are taken:

- 1) Call person 1 on the emergency contacts. If no response after set times go to action 2
- 2) Call person 2 on the emergency contacts. If no response after set times, go to action 3
- 3) Call person 3 on the emergency contacts. If no response/reason/ or contact go to action 4
- 4) Home visit by the end of the morning session by **two** members of staff.
- 5) If no one in, welfare call requested.

During Step 4, home visit, the lead member of staff will ascertain if the child is safe and make the next step decision. This may be:-

- a. The child is well enough to be in school:-
  - i. The parent is instructed to take the child to school straight away, or
  - ii. An offer is made to accompany the parent and child to school, or

- iii. The staff members take the child to school without the parent (if by car, as long as the correct car seat is available and car insurance is in place). The decision taken will be on the basis of potential risks being assessed.
- b. The child is unwell and parent is instructed to remain in contact with the school.

Children Missing from Education (CME) are always kept informed in cases of continued absence with no contact from families.

School can authorise absences in most cases when a reasonable reason for absence is given. If no explanation is given then the absence is recorded as unauthorised.

Notes from parents are retained in the registers until absence reports are completed. Notes are kept on file in the school office for the remainder of the academic year.

Parents will receive a letter home requesting they call to arrange an attendance meeting with the Head of School. Home visit may be necessary.

## **Stage 1**

Informal meetings take place with the Attendance Support Officer offering strategies and support. This will then be monitored.

## **Stage 2**

If no improvement from Stage 1, support mechanisms may be put in place which may include regular catch ups with a member of school staff to encourage improvements, or early morning calls. Emergency pick ups can be offered for a limited time and the situation will be continued to be monitored.

## **Stage 3**

If attendance is not improving long term, parents will be invited into school for a meeting with the Attendance Support Officer, and, where appropriate, other professionals will be invited.

## **Stage 4**

If there is no improvement from Stage 4, the case will be discussed with the Head of School/Executive Headteacher and procedures set in motion for prosecution.

## **Punctuality**

The school actively discourages lateness, as it is disruptive to the pupil's learning.

At Ladybarn and Green End, the school registers open at 9.00am and close at 9.30am. At Cringle Brook the school registers open at 8.50am and close at 9.20am. Any child arriving after this time is regarded as absent even though they are in school. (This absence may be regarded as authorised or unauthorised). Registers are electronically taken.

Children arriving late report to the office, sign in and take a late slip if the class teacher has already returned the register. Children arriving between 9.00am and 9.30am receive a late mark in the register. For children arriving after 9.30am, a U code is recorded and they remain absent on the register but name, reason for lateness, date and time of arrival are recorded.

This information is useful when Absence returns forms are completed the following week. It is also vital information in case of a fire.

If lateness becomes a problem, the Class Teacher refers to the Attendance Support Officer who will write to the parents/carer and informs the Executive Headteacher. The Attendance Support Officer monitors lateness and keeps the Executive Headteacher informed of issues.

1. At the end of every half term data is checked and any child who has been late 4 or more times is sent letter 1 or verbally invited in for a meeting or a telephone conversation made to discuss strategies that can be put into place to help. This letters details how many minutes they have missed. This is a general letter which says your child has been late (gives total minutes) and needs to improve.
2. Punctuality is checked regularly throughout the term checking for improvements. Those who have made improvements are sent a well done post card.
3. **If no improvement-** Families are contacted again and letter 2 is sent, this is a stronger letter, reminding them of strategies and informing them that if there is no improvement they will be asked to attend an attendance panel.
4. **If still no improvement-** after this then parents are invited in for a punctuality panel meeting with Head or Deputy- the school nurse may also be invited to this.

## In it to win it

Every half term each class has the chance to be in the “In it to win it draw” A random day is selected and the names of all of the children in the class who arrived on time that day are put into a draw. The winner gets to pick a treat out of the lucky bag.

## Intervention and Outcomes.

Records will be copied to a member of the Senior Leadership Team and Executive Headteacher. Each identified member of staff will be responsible for all action at this level and will record all contacts and meetings.

Attendance will be a standing item on the agenda of the Senior Leadership Team meetings each half term where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management. The Executive Headteacher will report half termly to the Local Governing Body.

## Appendix 2

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), 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 are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Green End/Cringle Brook/Ladybarn (as appropriate) will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months.

Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at the Trust school will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

The schools can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- Advise of their forthcoming travelling patterns before they happen; and
- Inform the school regarding proposed return dates

The respective school will authorise absence of Traveller children if it is satisfied that a family is travelling and has given indication that they intend to return.

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

- The child is on roll and attending another visited school
- 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

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.