



Grasvenor Avenue Infant School

## Flexi-Schooling Policy

Written: September 2020

Ratified: Ratified October 2020

Review: September 2021

At Grasvenor we recognise the importance and value of children learning through home/school partnership. We also recognise that it is the parent's legal duty to ensure that their child of compulsory school age receives a suitable full-time education. As such, parents and carers may choose other ways for their child or young person to engage in very effective, full-time, and suitable education. Some parents choose for their child to attend school full time. Others may request that our school considers entering into a Flexi-schooling arrangement. Some parents may choose to deregister their child and home-school them.

In order for our school to enter into and continue a flexi-schooling arrangement parents and carers must accept and maintain the rigorous framework of expectations reflected within this policy.

The initial request must emanate **from** the parent/carer. The school will not suggest or encourage a family to undertake flexi-schooling.

This policy intends to:

- clearly establish the statutory arrangements for full-time education, assist a parent/carer considering whether to request that the education of their statutory-age child is partly at this school and the remainder elsewhere and assist our school in our:
- responses to parents/carers who request to have an arrangement for a child to attend part-time at our school and receive the remainder of their education at home or elsewhere, organised and overseen by the parent/carer;
- awareness of the legal/statutory regulations needed to be considered and instituted when discussing with parents/carers their request for flexi schooling.

## Background

The responsibility for a child receiving full-time education while he or she is of statutory school age lies with the parent or guardian/carer.

Where a parent/carer educates a child partly at school and partly at home or elsewhere as an expression of parental preference, this is called flexi-schooling.

In November 2007 the Department for Education issued "Elective Home Education: Guidelines for Local Authorities" which contained the following paragraph (5.6)

*"Flexi-schooling" or "flexible school attendance" is an arrangement between the parent and the school where the child is registered at school and attends the school only part of the time; the rest of the time the child is home educated. This can be a long-term arrangement or a short-term measure for a particular reason. Flexi-schooling is a legal option provided that the head teacher at the school concerned agrees to the arrangement. The child will be required to follow the National Curriculum whilst at school but not whilst he or she is being educated at home. Local Authorities should make sure that head teachers are made familiar with flexi-schooling and how it may work in practice.*

*A parent/carer may request flexi-schooling on a long-term basis where he or she favours this form of education or they may request flexi-schooling for a short period, when, for example, the child is unable to attend school every day due to illness or injury.*

This guidance was updated in 2019 and the relevant section can be read in appendix 5. In short, the Dfe says that '[10.8] Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as 'approved off-site activity' as the school has no supervisory role in the child's education at such times and also has no responsibility for the welfare of the child while he or she is at home.'

Although this updated version makes flexi-school seem a much less attractive option for schools we firmly believe that many children can benefit greatly from time being educated in the home and that offering flexi-schooling is in line with our ethos of Individualised, Inclusive and Inspiring learning.

At this time the decision of the Headteachers and Trust that in most cases the code B is the most appropriate code, despite what is stated in the guidance above. Importantly, it is necessary to note that the DfE is not allowed to dictate the use of attendance codes as they have done here. Code B, provided safeguarding measures are in place is the most appropriate code for an agreed, regular absence where agreed educational activities are taking place. Code C, the only other sensible alternative, is only to be used in 'exceptional circumstances' which of course such an arrangement is not.

In addition, the example given above is for a child who is primarily a home educated child but attends school for 1 day to socialise or take subject specified lessons. This could be called blended flexi-school. The flexi-schooling offered at Grasvenor when a school pupil is granted 1 or 2 days at home to do learning off site with their parents is a formal flexi-school arrangement and is very different from the scenario described by the DfE in this guidance. The measures outlined below justify the use of Code B. A regular, agreed and planned absence over a long period of time in no way fits the criteria for code B in our opinion.

It is important to note that we have clarified during a telephone call between the Headteacher and DfE in 2019, after this guidance was published, that it is indeed permissible to use Code B and that Code B is entirely appropriate to use but that schools may feel code C is more suitable for their context.

The use of attendance codes will be reviewed regularly and may vary from case to case depending on the circumstances.

### **Flexi-schooling arrangements at Grasvenor**

Grasvenor Avenue Infant School embraces the concept of flexi-schooling and deeply values the educational relationship with parents. This section sets out the principles by which the Headteacher will manage the flexi-schooling policy at our school.

- Each application for flexi-schooling will be considered on its own merits balancing out the needs of the child emotionally, socially and educationally
- A child's attendance should be above National Averages of 95%. However, if there are exceptional reasons which have impacted on attendance this of course will be taken into consideration.
- A child's attainment should ideally be at or above age related expectations. However, each case will be evaluated on its own merits. A parent/carer may be directed, at their request, to support their child at home on a flexi-schooling day if they need some specific support in certain elements of their learning.
- Flexi-schooling may be considered as an option for some children who have specific educational, emotional or social needs and this will always be negotiated individually with parents

- Flexi-schooling is limited to one day per week for KS1 and up to 2 days for Reception and each agreement between the Headteacher and parent is made on a half termly basis (broadly six weeks).
- Children below CSA have the right to attend school part time at the parent's request. We ask that parents work with us to create a successful timetable for their child. A flexi-school agreement is only necessary once a child reaches CSA but parents are encouraged to discuss and agree their part time schooling with the Headteacher and/or Reception teacher.
- Once a parent has agreed to flexi-schooling they are committed to the entire half term.
- Our Flexi-schooling day for KS1 is Friday only, which allows us to manage our whole school timetable so children don't miss out on trips, visitors or any specific new learning.
- From time to time we may ask flexi-schooling children to attend our whole school Friday assembly which children ideally should attend and then go off on their flexi-schooling day afterwards. For example, on special occasions, sharing assemblies or when they are receiving Praise/ Top Cat. School would endeavour to give as much notice as possible of these assemblies and there maybe an online participation option available if necessary.
- The additional (optional) flexi-school day for Reception will be agreed in consultation with the parents and teacher.
- Parents/carers are required to attend at least half termly flexi-schooling review meetings with the Head Teacher. This may become termly as the child moves through the school if the Headteacher is satisfied with the arrangement.

### **How should an application for flexi-schooling be made?**

Flexi schooling must not be confused with elective home education. Parents/carers have a legal right to choose to home educate their child but parents/carers do not have a legal right to insist on a flexi-schooling arrangement being agreed by our school.

Whilst a parent/carer may request that their child is flexi-schooled it is entirely at the discretion of our Headteacher, acting with the authority of the governing body (LAB) and Trust, as to whether or not the school is prepared to agree to a flexi-schooling arrangement.

If a parent/carer is interested in making a request for a flexi-schooling arrangement, contact must be made directly with the Headteacher so that the proposal may be considered. Each proposal will be considered on its own merits and within its individual context.

### **What should parents/carers consider?**

The implications of making partial educational provision at home are significant, both in terms of expertise and resources and in the commitment to make a shared provision work. The education provided at home and at school must together constitute a full-time provision. While there is no statutory curriculum for the home education part of a flexi-schooling arrangement, parents/carers must be mindful of the impact on the child's access to the National Curriculum and the possible fragmentation of the child's learning experience.

It is a requirement of Grasvenor Avenue Infant School that flexi-schooling children in KS1 attend on a minimum of four full days per week.

Flexi-schooling within our school is unlikely to succeed if the reasons for choosing it are negative and the choice is motivated by a desire to 'cherry pick' certain activities only or aimed at avoiding difficulties around certain subjects, teachers, peers, aspects of schools discipline or attendance itself.

The school has an Individual and Inclusive approach to education and strives hard to work with the wishes and choices of all parents and indeed pupils. The school expects parents of flexi-schooled children to uphold the school's ethos, values, policies and practice. Strong and reciprocal partnership between home and school is key to a successful and sustainable flexi-schooling arrangement.

Flexi-schooling does not give an alternative means of 'opting out' of an element of the curriculum with which a child, for whatever reason, is uncomfortable.

### **The Head teacher will consider:**

All requests must be considered by the Head teacher on their own merits.

Safeguarding and welfare of the child is of paramount importance. Our school is responsible for the safeguarding and welfare of pupils educated off site (when Code B is used) and an appropriate risk assessment must be undertaken in advance of any agreement made as well as proper signed contracts and documents being in place.

No agreement will be reached or maintained where the Headteacher, Family Liaison Officer or Designated Safeguarding Lead has concerns that it would put the child at risk of harm while not attending at our school. The school reserves the right to immediately terminate any flexi-schooling agreements in place if safeguarding concerns arise- we will not wait to terminate at the half termly review.

The grounds for agreeing a flexi-schooling place will always be at the discretion of the Headteacher.

On application for an initial admission to the school the Head teacher reserves the right to decline a request for a flexi-schooling agreement. Grounds for declining a place could be that adding to the amount of children attending on a flexi-basis would create an imbalance and be detrimental to teaching and learning and the outcomes of other children already within the class in question. In such circumstances a full time place will be offered on proviso that a place is available within the class. The maximum number of flexi pupils in each class will be 50%.

As discussed above, at Grasvenor in most flexi-school cases we see fit to use attendance Code B.

Attendance codes for when pupils are present at approved off-site educational activity are as follows and in bold are areas particularly relevant to this policy:

*Code B: Off-site educational activity*

*This code should be used when pupils are present at an off-site educational activity that has **been approved by the school**. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that **the education is supervised and measures have been taken to safeguard pupils**. This code should not be used for any unsupervised educational activity or where a pupil is at home **doing school work**. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code. Present at an Approved Off-Site Educational Activity*

*An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. **The activity must be of an educational nature approved by the school and supervised by someone authorised by the school.** The activity must take place during the session for which the mark is recorded. DfE August 2013*

In some cases, Code C should be considered.

## **The Role of the School Governance in Flexi-schooling**

The LAB and/or Trust may be involved in agreeing and reviewing the school's approach to flexi-schooling requests but they will not usually become involved in individual cases. LAB representatives may have a more formal role if a dispute arises and/or a complaint regarding flexi-schooling provision is made.

In the event of a dispute or complaint the LAB/Trust must satisfy themselves that the Headteacher has fully considered the conditions for agreeing a flexi-schooling agreement and that they are fully conversant with the school attendance statutory guidance when reaching a decision.

Complaints should be made using the usual complaints process as laid out in the Complaints Policy.

### **Appeals**

There is no set appeal procedure against the decision of the Headteacher not to agree to a flexi-schooling request or if the Headteacher decides to cease an individual child's flexi-schooling arrangement. This is because there is no legal parental right to flexi-schooling- it is entirely at the discretion of the school.

## **Our agreements with Parents**

A written and signed agreement is formulated between the school and parent/carer, in order to make expectations clear for all concerned. The agreement is formalised in line with the schools Flexi-schooling Policy and will include:

- The expected pattern of attendance at school.
- The length of time the agreement is to run before being reviewed. Typically this will be one half term initially, potentially moving to termly if the Headteacher is satisfied with the arrangement.
- The named parents/carers are the ones being authorised to flexi-school the pupil.



When using Code B *'The activity must be of an educational nature approved by the school and supervised by someone authorised by the school.'*

It is therefore not acceptable for the child to be left with anyone other than the parent/carer as named in the agreement meeting with the Headteacher and named on the written agreement.

It is not acceptable for the child to receive professional tutoring or activities without being directly supervised by the parent for the entire time. The school is authorising the parent/carer **only** to educate the child on that day **in the format agreed**. If a parent wishes the child to undertake an activity, for example forest school or sports lessons, this must be disclosed and agreed with the Headteacher. In these cases Code B may not be possible to use and this may mean we are unable to proceed with the agreement due to the school's preference to use Code B. This can be explored with the Headteacher.

**Note:** It is acceptable in law to assume that a child is safe with his own parents unless there is evidence to the contrary. In other words risk and or safety assessments of the home are not required even if they would be required of another setting if the non-school provision was in another setting.

# Appendix 1

## Flexi-schooling Additional Information Form

### First Time Applications

(to be filled in alongside School Enrolment form either by parents or during initial meeting)

### Additional Information Form

Child's name	
Name of parent(s), carer(s)	
Date:	
New pupil applications. ( If your child is already a Grasvenor Pupil go to question 6)	
1. Admissions form completed (if new pupil application)	Yes / No
2. Form of Education to date	F/T School P/T School Home Education N/A
3. Please tell us anything else you feel we may find useful about yourself or your child as we consider your request.	(continue overleaf if necessary)
4. Levels of attainment achieved in previous school (if applicable)	
5. Final attendance figure in previous setting (if applicable). If you cannot provide the figures from the last setting please state if you are confident you can maintain attendance of above 95%.	
6. Does your child or your family have a social worker or Family worker? Are there any safeguarding concerns we should consider – please note, we will cross check with other	

records.	
All applications (continue overleaf if necessary)	
7. What attracted you to flexi-schooling?	
8. What are your expectations of the school-based part of the Education?	
9. What are your expectations of the home-based part of the Education?	
10. Do you intend to follow the National Curriculum at home? If not, do you have a methodology you will you base your child's learning on?	
11. What do you plan to do with your child during the flexi-school day(s)?	
Do you require any help with this? (e.g. Assistance with understanding attainment targets etc)	
For School Use:	
Levels of attainment achieved (if applicable)	
Attendance figure	
Additional Needs (if applicable)	
Safeguarding concerns?	
Any special circumstances to consider?	
Is it the recommendation of the Headteacher that flexi-schooling agreement can be made at this	Yes/ No

time?	
-------	--

## Appendix 2

### Flexi-schooling Review Meeting Form

(to be filled in during review meeting with Headteacher)

(continue overleaf if necessary)

Child's name	
Name of parent(s), carer(s)	
Date:	
How has flexi-schooling gone this half term/ term?	
1. Do you wish to continue flexi-schooling at this time?	Yes / No
2. What has worked well?	
3. What hasn't worked so well?	
4. Does your child or your family now have a social worker or Family worker or any chances in the family we should be aware of?	
5. What are your plans for future education at home?	
For School Use:	
Levels of attainment achieved (if applicable)	
Current attendance and comments if below 95%	

Additional Needs (if applicable)	
Safeguarding concerns?	
Any special circumstances to consider?	
Is it the recommendation of the Headteacher that flexi-schooling agreement can be made at this time?	Yes/ No

Declaration to be signed after each new agreement.

<p>Flexi-Schooling - Headteacher declaration:</p> <p>I met with _____ the parent/carer of _____ (child) on _____.</p> <p>I have reviewed the information discussed in the meeting and I am satisfied that this child will received suitable education at home on their flexi-school day (s). <input type="checkbox"/></p> <p>I have reviewed our safeguarding information on My Concerns/ previous school file about this child and I am satisfied that they will be safe at home. If I have any questions I have discussed them with the parent and safeguarding team. <input type="checkbox"/></p> <p>I have discussed the parent's plans with them and am satisfied that they understand that the parent/carer alone is authorised by the school and therefore responsible for their child's safety and education on their home day <input type="checkbox"/></p> <p>I have stated:</p> <p><b>"It is not acceptable that the child will be left with anyone other than the parent/carer as agreed and discussed in the meeting."</b> <input type="checkbox"/></p> <p><b>"If the parent wishes the child to undertake an activity or receive</b></p>
---

**tutoring this must be disclosed and discussed with the Headteacher.”**

**I agree to a flexi-school arrangement for the above child. This will be reviewed half-termly/ termly.**

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Appendix 2 – Grasvenor Avenue Infant School Flexi-schooling Contract**

Contract to be signed after each new agreement.

### Contract for Provision of Education – Part 1 School

Grasvenor Avenue Infant School is responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.

The educational provision will be suitable to .....’s age, aptitude and ability as set out in Section 7 of the Education Act 1996.

Whilst .....is on school premises or the School is acting in loco parentis the school will maintain primary responsibility for ..... safety and welfare

The school and parent/carer will meet every half term for a review meeting to discuss .....’s progress and review the attendance agreement.

**The school can withdraw from this agreement at any time by giving reasonable notice in writing.**

Child’s Name

Name of Parent(s)/Carer(s)

Headteacher:

Date:

### Contract for Provision of Education – Part 2 Home

I/we are responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.

The educational provision will be suitable to .....’s age, aptitude and ability as set out in Section 7 of the Education Act 1996.

During school hours timetabled for home-based education I/we will maintain primary responsibility for .....’s safety and welfare ,

I/we understand I can withdraw from this agreement at any time by giving reasonable notice in writing. Usually school will expect the arrange to run for the full half a term as a minimum.

Child’s Name:

Name of parent(s)/carer(s)

Parent/carer:

Date:

## Appendix 3 – Grasvenor Avenue Infant School Attendance Agreement

### Flexi-schooling/ Part time (non CSA) Attendance Agreement

Child's name:

---

The table below indicates the sessions the child will learn at home under the flexi-school/ part time contract. During the other sessions we will expect the child to be present at school.

EYFS	MORNING	AFTERNOON
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

KS1	MORNING	AFTERNOON
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/carer:

---

Date: \_\_\_\_\_



## Appendix 4

### Flexi-school Check list

Child's name: \_\_\_\_\_

#### Parents:

Policy read and understood by parents ☐

Additional information form complete ☐

Contract complete ☐

Attendance Agreement complete ☐

#### School:

Policy up to date Y/N

Additional information form complete ☐

Contract complete ☐

Attendance Agreement complete ☐

## Appendix 5

### Relevant Legislation and Guidance

- **The Education (Pupil Registration) (England) Regulations 2006 Section 6<sup>1</sup>**

Contents of Attendance Register

<http://www.legislation.gov.uk/ukxi/2006/1751/regulation/6/made>

(4) An approved educational activity is either—  
(a) an activity which takes place outside the school premises and which is—  
(i) approved by a person authorised in that behalf by the proprietor of the school;  
(ii) of an educational nature, including work experience under section 560 of the Education Act 1996(1) and a sporting activity; and  
(iii) supervised by a person authorised in that behalf by the proprietor or the head teacher of the school; or  
(b) attendance at another school at which the pupil is a registered pupil.

- **Ofsted Subsidiary Guidance 2014.**

<https://dera.ioe.ac.uk/19881/1/Subsidiary%20guidance.pdf>

#### 'Alternative/off-site provision

161. It is becoming increasingly common for secondary schools and pupil referral units to use alternative provision in order to meet pupils' particular curriculum needs including college placements, vocational and work placements. Many placements are run by private providers.
162. These placements may be organised by the school, the local authority, or a local partnership. Whoever organises the provision, schools are responsible for the outcomes and provision of all their pupils on roll, including those who attend alternative provision.
163. Inspectors must evaluate the robustness and effectiveness with which the school checks that the provision is safe and suitable and monitors the learning, progress, attendance and behaviour of pupils that receive alternative provision.
164. Inspectors must ask the school about the registration status of any providers that they use. Most alternative providers do not need to be registered because they provide only part-time education. However, any provider of alternative provision should be registered as an independent school if it caters full-time for five or more students of compulsory school age, or one such student who is looked-after or has a statement of SEND.
165. Inspectors must evaluate:
- ■ how well the school identifies provision that matches pupils' needs and interests and enables them to gain appropriate knowledge and skills
  - ■ how well the school assesses the quality and safety of the provision

- ■ the quality of information that the school gives to the alternative provider, for example about the pupil's special educational needs, behaviour and/or literacy levels
- ■ how well the school monitors and evaluates pupils' progress, attendance and behaviour and intervenes to support pupils where needed
- ■ the progress that pupils make while attending alternative provision
- ■ whether any qualifications being taken are at the appropriate level
- ■ the quality of support that pupils receive while alternative provision.

- **Elective Home Education Guidelines webpage on the DfE website:  
Clarification on Flexi-Schooling**

<http://www.education.gov.uk/schools/pupilsupport/parents/involvement/homeeducation/a0073367/elective-home-education-guidelines>

On 22<sup>nd</sup> February 2013, the Government published revised advice on school attendance. The advice clarified the Government's expectations on how various school attendance codes should be used to record pupil school attendance.

*Schools should not mark a pupil as attending school, using the attendance code B for off-site education activity, unless the school is responsible for supervising the off-site education, and can ensure the safety and the welfare of the pupil off-site. Schools are ultimately responsible for the attainment of every child registered on their roll. Whilst being home educated, parents and carers are responsible for pupils, not schools.*

*Where parents have entered in to flexi-schooling arrangements, schools may continue to offer those arrangements. Pupils should be marked absent from school during periods when they are receiving home education.*

The previous reference in the Government's revised advice on school attendance, that was categorical that a school could not agree to a flexi-schooling arrangement, was removed.

**Note: The DfE are in part describing blended flexi-schooling here rather than the formal flexi-schooling dealt with in this school policy. This makes the advice slightly confusing.**

In addition, they have over interpreted section 6 (4) of The Education (Pupil Registration) (England) Regulations 2006 which does not say that the school must "ensure" the health and safety of the pupil offsite. Of course normal safeguarding procedures and welfare considerations exist, as with any pupil, but **to infer that there are additional safeguarding concerns where a child spends more time with his parents is not logical.**

This guidance was updated further on 2<sup>nd</sup> April 2019 and currently reads as the following:

## ***'Flexi-schooling, and college attendance***

*10.7 Although most children educated at home have all the provision made at home, or alternatively partly at home and partly in other ways such as attendance at privately-run part-time tuition settings, it is not essential that this be so. Some children who are educated at home most of the time are also registered at school and attend school for part of the week – perhaps one day a week. The purpose of this is usually to ensure the provision in specific subjects is satisfactory, although it can also help in other ways such as socialisation. If a child is of compulsory school age he or she must, overall, be receiving full-time education even if components of it are part-time.*

*10.8 Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as 'approved off-site activity' as the school has no supervisory role in the child's education at such times and also has no responsibility for the welfare of the child while he or she is at home. The department does not propose to institute a new attendance code specific to flexi-schooling. Some schools have expressed concern that such absence may have a detrimental effect for the purpose of Ofsted inspection, but this is not the case; some schools with significant flexi-schooling numbers have had good outcomes from Ofsted inspections. Schools which have flexi- schooled pupils should be ready to discuss with Ofsted inspectors the arrangements they have in place to deal with the requirements caused by such pupils. Schools are held to account through inspection for the performance of pupils, and that will include any who attend the school as part of a programme of flexi-schooling. '*

At this time the decision of the Trust that in most cases the code B is the most appropriate code, despite what is stated in the guidance above. Importantly , it is necessary to note that the DfE is not allowed to dictate the use of attendance codes and it is unlawful to do so. Code B, provided safeguarding measures are in place (see below) is the most appropriate code for an agreed, regular absence. Code C, the other alternative, is only to be used in exceptional circumstances. In addition, the example given above is for a child who is primarily a home educated child but attends school for 1 day to socialise or take subject specified lessons. The flexi-schooling offered at Grasvenor is when a school pupil is granted 1 or 2 days at home to do learning off site with their parents. The measures outlined below justify the use of Code B. A regular, agreed and planned absence over a long period of time in no way fits the criteria for code B in our opinion. In addition, we have clarified on the telephone call between the Headteacher and DfE in 2019, after this guidance was published, that it is indeed permissible to use code B and that code B is entirely appropriate to use but that schools may feel code C is more suitable for their context.

- **DfE Advice on School Attendance August 2020**  
**Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006.

The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded. Attendance codes for when pupils are present at school are as follows:

## **Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

**Note: It is acceptable in law to assume that a child is safe with his own parents unless there is evidence to the contrary. In other words risk and or safety assessments of the home are not required even if they would be required of another setting if the non-school provision was in another setting.**

<sup>4</sup> <http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance>