



**ST PAUL with ST LUKE**  
 CHURCH OF ENGLAND PRIMARY SCHOOL  
 Leopold Street, Bow, London E3 4LA

## Attendance Policy Version Control December 2022

Version no	Amendments	Approval date
2	Names of staff involved with attendance updated Policy updated in line with new legislation including 'Children missing education' DfE 2015	Nov 2018 <i>N.S. Horton</i>
3	Tidied up the policy, took out aspects that were not relevant to SPSL	March 2022 <i>BR</i> BENJAMIN ROACH
4	Policy updated- adopted and adapted from The Key. Policy updated in line with new guidance including 'Children missing education' DfE 2016 Added the school vision Added appendix 2 – guidance for parents/carers	<i>BR</i> BENJAMIN ROACH December 2022

# St Paul with St Luke C of E Primary School

## WHOLE SCHOOL ATTENDANCE POLICY

### Our vision

Jesus said: 'Love one another as I have loved you'. John 15:12

As we are loved, so we shall love.

We nurture all in our welcoming community.

We go above and beyond to help each other to be their best.

The school's vision statement is taken from John 15:12 and reflects Jesus' teachings of love for one another. He calls us to love one another the way He loved and served humanity. We recognise that we are here to serve our children, enable and promote kindness and love in thought, word, and action. We believe the purpose of education is to nurture and enable every child to flourish as a unique child of God. We are called and committed to ensuring that our pupils can succeed because our belief is that all children grow through love.

**School – Everyday matters, every minute counts.**

### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- To promote effective partnerships with Tower Hamlets Behaviour, Attendance Support Service (BASS) and with other relevant services and agencies.
- We will also promote and support punctuality in attending lessons

### 2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers 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
- This policy has been updated in line with DfE legislation including 'Children Missing Education' September 2016.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### **3. Roles and responsibilities**

#### **3.1 The governing board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school'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 school
- Making sure staff receive adequate training on attendance
- Holding the executive head/head of school to account for the implementation of this policy
- 

The link governor for attendance, or a committee responsible for attendance, add details of their role in the monitoring of pupil attendance.

#### **3.2 The Executive Headteacher/ Head of School**

The heads are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

#### **3.3 The designated leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- 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

The designated leader responsible for attendance is Lauren Sharpe and can be contacted via email: [admin@spsl.towerhamlets.sch.uk](mailto:admin@spsl.towerhamlets.sch.uk) or by telephone: 0207987-4624.

#### **3.4 The attendance officer**

The school attendance and welfare officer (AWO) is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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 Executive Headteacher/ Head of School
- Working with education welfare officers to tackle persistent absence
- Advising the Executive Headteacher/ Head of School when to issue fixed-penalty notices
- The attendance officer is Ranu Begum and can be contacted via [Ranu.Begum@towerhamlets.gov.uk](mailto:Ranu.Begum@towerhamlets.gov.uk)

### **3.5 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 8:50am each day.

### **3.6 School administration staff**

School administration 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 Head of School in order to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:50am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

**See Appendix 1 for the DfE attendance codes.**

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:45am on each school day.

Pupils enter the classroom between 8:30-8:45am. The register for the first session will be taken at 8:50am. The register for the second session will be taken between 1:00-1.30pm depending on the key stage.

#### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:50am or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Lateness and punctuality will be recorded by school and tracked by the school and AWO. The school/AWO will meet with parents and carers to discuss reasons why children are late and ways to improve punctuality.

#### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will record this on CPOMS as a cause for concern.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

## 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels during parent's conferences that happens three times a year. Whole class attendance is reported on the newsletter weekly.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The Executive Head/ Head of School will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive Head/Head of School's discretion, including the length of time the pupil is authorised to be absent for.

Exceptional leave is NOT:

- Availability of cheap flights and/or holidays
- Availability of desired accommodation
- Parent/carer work commitments
- Poor weather experienced during school holiday periods
- Overlap with the beginning or end of term, half term.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Other possible 'exceptional circumstances' where the head of school may grant term-time holiday for example:
  - Grandparent or other close relative is seriously ill – and you must leave in an emergency
  - Significant trauma in the family recently and a holiday will benefit the child – this must be backed up by a doctor's letter
  - A one-off, never to be repeated occasion that can only happen at that time, e.g. family wedding/funeral.

Appendix 2 is our guidance on this for parents and carers.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 10 days before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Executive Head teacher/Head of School may require evidence to support any request for leave of absence.

### 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a head of school, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- 

## **6. Strategies for promoting attendance**

Our strategies to reward and improve attendance and punctuality are:

- Promote good attendance and punctuality in school newsletters and through school displays
- Celebrate classes with best attendance in a weekly celebration collective worship; classes receive a certificate and the 'attendance trophy'
- Certificates for good attendance (being mindful and sensitive to pupils with medical conditions who may need to attend appointments throughout the year)
- Set an Attendance Challenge every half term with a reward for the winning class
- Have an Attendance Focus Week every half term to encourage and celebrate attendance; the winning class has a cinema trip

## **7. Attendance monitoring**

### **7.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data fortnightly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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 school will compare attendance data to the national average, and share this with the governing board.

## **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly 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

## **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers and 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

## **7.4 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 and local authority 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
- Supply work via Google classroom to any pupil who is not able to attend school

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Head of School. At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This policy links to the following policies:

Child protection and safeguarding policy  
Behaviour policy



APPENDIX 1

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## APPENDIX 2

### **HOLIDAYS AND LEAVE IN TERM TIME GUIDANCE FOR PARENTS/CARERS**

New legislation introduced in September 2013 states that holidays during term time can no longer be authorised, unless in exceptional circumstances, which the Executive Headteacher/ Head of School must be satisfied about.

Exceptional leave is NOT:

Availability of cheap flights and/or holidays

Availability of desired accommodation

Parent/carer work commitments

Poor weather experienced during school holiday periods

Overlap with the beginning or end of term, half term.

If the leave is not authorised by the Executive Headteacher/ Head of School and children are absent during the requested time, parents may receive a penalty notice (fine).

Tower Hamlets has a very clear policy that holidays should be taken in school holiday periods when children can enjoy them without their education being affected.

Children are not permitted to take holidays in term time and schools are advised not to agree to any applications for holidays or leave in term time. This is because absence from school is disruptive to children's education and affects their achievement.

#### **How do I make a request for leave of absence in term time?**

1. You need to complete a leave of absence request form, which can be collected at the school office, at least 10 days before the start of the proposed leave.
2. The completed form must then be sent to the school for approval.
3. The school will then write to you within 7 school working days to confirm/decline the request.

#### **What will happen if my request is refused but I still take the leave of absence?**

If you are absent for more than 3 days:


- Your child may lose their place in Breakfast Club or After School Care for a 12 week period, beginning on the first day of absence. You will then have to reapply for a place in Breakfast Club or After School Care.
- Your child may lose their place in any after school club in which they are participating for the remainder of the term.
- When considering places for future clubs, we will take into consideration the unapproved absence when clubs are oversubscribed.
- If you take your child/children on holiday during term time for an extended period you risk losing your
- child/children's place St Paul with St Luke Primary School. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

#### **Penalty Notice**

St Paul with St Luke will also notify the delegated local authority officer who will issue a penalty notice to you if 3 days or more have been taken. A penalty notice of £60 could be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. If the notice has not been paid in full by 28 days of receipt, the council must either prosecute for the offence or withdraw the notice.

Once issued, a penalty notice may only be withdrawn in the following circumstances:

- Proof has been established that the penalty notice has been issued to the wrong person.
- The notice ought not to have been issued e.g. where it has been issued outside the terms of the code of conduct or no offence has been committed. This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine. Prosecutions are brought under S444 of the Education Act 1996. Parents/carers need to be mindful that a conviction for this offence can result in a criminal record.



Register Number  
(office use only)

## Referral to the Missing Children Register 2015/16

Child's first name  Surname

If the child is known by any other name, please give details

Last known address:

Contact Tel Nos:

Email Address

Last school / provision

Male  D.O.B

Female  Name of parent/guardian

UPN (school children)  Language spoken at home

**Ethnic Origin (for monitoring purposes only. (Please underline))**

<p><b>White</b></p> <p>British <input checked="" type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Traveller of Irish Heritage <input type="checkbox"/></p> <p>Turkish/Turkish Cypriot <input type="checkbox"/></p> <p>Greek/Greek Cypriot <input type="checkbox"/></p> <p>Gypsy/Roma <input type="checkbox"/></p> <p><b>Any other white background</b></p> <p>White European <input type="checkbox"/></p> <p>White Other <input type="checkbox"/></p>	<p><b>Mixed/Dual Background</b></p> <p>White &amp; Black Caribbean <input type="checkbox"/></p> <p>White &amp; Black African <input type="checkbox"/></p> <p>White &amp; Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p><b>Asian or Asian British</b></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian Background <input type="checkbox"/></p>	<p><b>Black or Black British</b></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Somali <input type="checkbox"/></p> <p>Other Black African <input type="checkbox"/></p> <p>Any other Black Background <input type="checkbox"/></p>	<p><b>Any other Ethnic Group</b></p> <p>Vietnamese <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic group <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p> <p>Not obtained <input type="checkbox"/></p> <p>Refused to say <input type="checkbox"/></p>
---	---	--	--

**Confirmation of checks undertaken - tick Yes or No**

	Is the child on a Child Protection Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Has a letter been sent to the last known home address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have all contact numbers/emails for the family been tried?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have enquiries been made with friends of the child and family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Date started at school / provision

Last day attended

**Checks to be made before referral is passed to the Missing Children Register**

	Date	Outcome	Please include the name of the person you spoke to
Local housing office check	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local benefits check i.e free school meals/housing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Framework I Check	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home visit to last known address (Check with Neighbours, Etc)	<input type="text"/>	<input type="text"/>	<input type="text"/>

P.T.O.

Provide a brief summary (typed or written) of your last contact, the names of other people you have spoken to and any other relevant information:

[Large empty text area for providing a summary of contact and other relevant information.]

Please tick all that apply:-

In Public Care/Looked After  
 Domestic Violence Issues  
 Privately Fostered child

Statement of SEN  
 Forced Marriage

Runaway

Print name

Signature   
Address

Agency   
Telephone

Email

Date

PLEASE SEND OR FAX TO: Brendan Mulcahy  
MISSING CHILDREN REGISTER, ATTENDANCE & WELFARE SERVICE, 4th FLOOR, MULBERRY PLACE, E14 2BG  
fax: 020 7364 3433 tel: 020 7364 3426 e-mail: [brendan.mulcahy@towerhamlets.gov.uk](mailto:brendan.mulcahy@towerhamlets.gov.uk)

01.09.15 Ver 05.5



### **Definition of Children Missing Education**

#### **Children Missing Education / Child Out of School**

Previously the definition of a child missing from education (CME) referred to a child identified in the local area as not being on any school register.

#### **Children Missing from Education/Not in Receipt of Full-time Education**

More recently, Ofsted has redefined children missing from education as children who are not in receipt of full-time education (defined as 25 hours education per week). This covers a number of categories of children including those formally recognised to be receiving programmes of alternative provision. The categories Ofsted has named are:

1. Perm Excluded - Have been permanently excluded;
2. Behaviour - Have particular social and behavioural difficulties;
3. Mental Health - Have mental health needs and access CAMHS;
4. Medical - Have medical needs other than mental health needs;
5. Non-Attendance - Rarely attend school and have personalised learning plans as part of attempts to re-integrate them into full-time education;
6. Teenage Pregnancy - Are pregnant or are young mothers of compulsory school age;
7. SEND - Have complex needs and no suitable school place is available;
8. Return from Custody - Are returning from custody and a school place has not been found for them;
9. New Arrivals to UK/ESOL - Are new to the country and are awaiting a school place;
10. GRT - Are from a Gypsy, Roma or Traveller background and alternative provision has been made;
11. CME - Have moved from another area and a school place has not been secured; this may include children who are looked after;
12. Elective Home Education – children whose parents choose to make their own arrangements to educate them at home or otherwise;
13. Children who do not attend well enough.

**Notification to London Borough of Tower Hamlets  
of Child taken off School Admissions and Attendance Registers**

Date     /     /

School Admissions Team  
Town Hall Mulberry Place  
4th Floor  
5 Clove Crescent  
London  
E14 2BG

The following child has been taken off our school admissions and attendance registers:

**Name / DOB:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone/  
email:** \_\_\_\_\_

**Date Taken Off Roll:** \_\_\_\_\_

**Reason/Destination  
of Child:** \_\_\_\_\_  
\_\_\_\_\_

**Confirmation  
Obtained\*:** \_\_\_\_\_

**Your Name /  
Designation:** \_\_\_\_\_

**School:** \_\_\_\_\_

Please send this form to: Pupil Admissions Team, 4<sup>th</sup> Floor Town Hall  
Mulberry Place, 5 Clove Crescent, London E14 2BG,

**Telephone:** 020-7364 5006 or **Fax to:** 020-7364 4311, or  
**Email to:** [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)

\*Important Note: Confirmation of the destination of the child must be  
obtained. If it cannot be obtained then the child must be referred to  
Tower Hamlets Missing Children Register for follow-up