



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

Educational excellence for our City

Student Attendance Policy

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1. Introduction

King Edward VI Lordswood School for Girls & Sixth Form Centre is committed to ensuring that all students achieve their fullest potential and to this end will work with parents and carers to ensure that all students maintain a high level of attendance. A minimum attendance of 95% is expected of all students and every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

School attendance is governed by the regulations outlined in the following:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010 🏠 The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Government expects schools to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled; and
- act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and punctually. Attendance which falls below 90% is classed as persistent absence. The school's aim is to ensure that persistence absence does not rise above 5%.

There are two parts to the policy. Part A refers to year 7 to year 11. Part B refers to Post-16.

*Definition of parent: Section 576 of the Education Act 1996

A parent in relation to any child or young person, includes any person:-

- a) all natural parents, whether they are married or not;
- b) who is not a parent but who has parental responsibility for him/her; or
- c) who has care of him/her

This also includes all absent parents who must have regular contact and an ability to influence the child including his/her attendance (separated parents who do not accompany the other parent on the unauthorised leave should not be included). Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer they can also be included as they are the main care provider.

PART A

2. Guidelines

2.1 Attendance Procedure and Responsibilities Registers

Students should be present in their Review room for the start of registration at 8.30am each day. The Review tutor or cover supervisor is responsible for the accurate recording of the attendance or absence of a student using the SIMS system.

Students are considered late if they are not in their Review Group at 8.30am and will be marked as 'L' (Late arrival before register has closed). Should a student arrive after 8.55am then they will be recorded as 'U' (Arrived in school after registration has closed). All late students should sign in the Late Book based at the Reception desk on arrival.

Any student who is absent from school at morning or afternoon registration must have their absence recorded as 'authorised', 'unauthorised' or as an 'approved educational activity' (attendance out of school). **Only the Headteacher or a member of staff acting on their behalf can authorise absence.** If there is no known reason for a student's absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department for Education (see Appendix).

Subject teachers are responsible for taking the lesson register during the school day. The Attendance Officer will check completed lesson registers at regular intervals during the day to identify any post registration truancy and will inform parents/carers immediately. Afternoon registration is taken at 2pm every day.

2.2 Absence Calling First Day Absence

Parents/carers are expected to call the school before 9am on the first day of a student's absence giving the reason for the absence and their expected return date. If a call has not been received, the Attendance Officer will attempt to contact parents by telephone or Weduc to obtain the reason for the absence. Once a reason has been received, the register will be updated by the Attendance Officer with the relevant coding and note of the reason given.

Parents/carers are also expected to call the school each day of continued absence unless advised otherwise by the Attendance Officer.

2.3 Third Day Absence

If a student remains absent and there has been no contact from parents/carers then a referral will be made by the Attendance Officer/ SLT Attendance Lead to the school's Educational Welfare Officer who will visit the home address to ascertain the reason for the student's absence and if still unable to make contact, decide whether to make a referral to outside agencies.

2.4 Absence of five days or more

If a student remains absent from school for 5 days or more the school may ask for medical evidence to be provided.

2.5 Absence Notes

Notes received from parents will be recorded on the SIMS system and scanned where required. This information will be referred to when there are attendance concerns about a student. The Attendance Officer will send a letter home requesting an absence note when a student returns to school and no explanation has been received or note provided. If no explanation is provided by parents for an absence, it will be recorded as unauthorised.

The school may request medical evidence to authorise absences immediately before and/or after school holidays where it is likely leave in term time may have been taken.

3. Frequent Absence

It is the responsibility of the Attendance Officer to raise concerns over a student's continued absence with the SLT Attendance Lead/Achievement Co-ordinator. Further investigations may take place and the school's Educational Welfare Officer may carry out a home visit.

Students are expected to catch up on work/collect material or information missed during their absence and should speak to their Review tutor and subject teachers to ensure they are up to date on work.

4. Persistent and Unauthorised Absence

Students whose attendance falls to 93% will have a letter sent home advising parents/carers of their current level of attendance and may be subject to an action plan to avoid them becoming a persistent absentee (currently attendance of 90% or below). Parents will be invited in for an informal attendance meeting where an action plan will be drawn up by the SLT Attendance Lead/Achievement Co-ordinator with support from the school's Education Welfare Officer.

Parents of students whose attendance continues to remain poor may be subject to legal action and placed on the Local Authorities 'Fast Track to Attendance'. If this happens, parents could receive a fine or be subject to a Parenting Order/Education Supervision Order or a School Attendance Order.

We work with parents, students, and external agencies to try to resolve any issues that may impact on a child's attendance, and to offer early help and interventions as soon as possible. In those rare cases where we are unable to make meaningful contact with parents, or where parents do not engage with school's offer of support, and the issue with school absence continues, we are asked by BCC to make a more formal early help referral to BCT (Birmingham Children's Trust)

This referral does not require parental consent.

Guidelines

[**FAST- Track to Attendance BCC**](#)

[**Updated penalty Notice Code of Conduct**](#)

5. Children Missing Education

The School has safeguarding duties under Section 157 of the Education Act 2002 in respect of students and we investigate any unexplained absences. If a child is absent from school and their whereabouts unknown, contact will be made with the Local Authority's CME (Children Missing from Education) Team within 5 days of the child's first absence.

Parents/Carers have a duty under Section 7 of the Education Act 1996 to ensure that children of compulsory school age are receiving a full time education. Where a student has not returned to

school for ten days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the student can be removed from the admission register when the school and local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This will only apply if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

6. Other Absences

6.1 Medical appointments

Missing registration/lessons for a medical or dental appointment is counted as an authorised absence. However, we encourage Parents/Carers to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Leave of absence for medical appointments will be sanctioned provided that at least 24 hours' notice has been given. Where prior notice has not been received, appointment cards should be provided. Routine dental appointments and eye tests should, however, be arranged for during the school holidays. This does not apply to orthodontist appointments.

6.2 Leave of absence in term time (holidays)

Leave of absence in term time is discouraged and the school will not normally sanction holiday requests. Requests for leave to accompany family members on trips/visits during term time will not be authorised. Parents are reminded of the effect that absence can have on a student's potential achievement.

Consideration will be given to authorising leave for exceptional circumstances in accordance with Birmingham Local Authority's "Leave in term time guidance". This information dated September 2022 can be found on the Birmingham Local Government website. Parents should request an application from school in advance giving at least 2 weeks' notice where possible. Parents may receive a fine for taking a student out of school in term time. Should absence occur at the end or start of a term, medical evidence may be requested in order to authorise the absence.

6.3 Religious holidays

In accordance with DfE guidelines the school will treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, the school will seek advice from the parents' religious body and the local authority about whether it has set the day apart for religious observance.

A maximum of two days absence per academic year will be authorised by King Edward VI Lordswood School for Girls for a holiday related to religious observation per school year.

6.4 Educational purposes

Students taking an examination in music/drama/sport will be allowed up to a day's authorised absence. Registers will be recorded as 'B Educated elsewhere' when evidence of attendance is provided. For students taking part in theatrical productions, the absence will be classed as 'Educated elsewhere' (B) provided the production has in place the appropriate child performance licence authorised by the local authority.

7. Punctuality

Students are expected to be punctual to school and parents are expected to support them with this. A student will receive a sanction for being late to school; either a lunch-time or after-school detention. During this detention the reason will be discussed and the Attendance Officer will endeavour to support or seek advice from Achievement Coordinators/ SLT Link for attendance. Should lateness become persistent, then further action will be taken e.g. a home visit by the Educational Welfare Officer, a formal meeting with parents in school, and being placed on 'Late Report' with the Attendance Officer.

7.1 Attendance Awards

Good attendance is rewarded through the school's rewards process.

Deletions from the Admissions Register

A student can be lawfully deleted from the Admissions Register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

The school will notify the local authority when a student's name is deleted from the admission register.

8.1 Preserving Records

The school will comply with attendance regulations by keeping attendance records for a minimum of 3 years.

Computer registers will be preserved with electronic back-ups being completed each month. Official register reports will also be printed on a monthly basis.

APPENDIX A

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full- time education suitable

[a] To his age, ability and aptitude and

[b] To any special needs he may have

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register & Admission Roll keeping

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

Attendance Targets

The legal requirements are found in:

The Education (School Attendance Targets) (England) Regulations 2007

APPENDIX B

Absence codes

Code L: Late arrival before the register has closed

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.

Consortia Schools

Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using

Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Code G: Holiday not authorised by the school or in excess of the period determined by the Headteacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

School should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. However, the school reserves the right to determine reasons for lateness are not satisfactory. This means that, although the student is in school, she is marked absent for the entire morning session.

Administrative Codes: The following codes are not counted as a possible attendance in the School Census: Code X: Not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

- This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

- This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank

holidays); weekends (where it is required by the management information system); up to five noneducational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils

- Schools and local authorities can agree to set different term dates for different year groups –
- e.g. for ‘staggered starts’ or ‘induction days’. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Appendix C Covid 19

We have updated our guidance to ensure absolute clarity regarding the current legality around school attendance and Covid.

Attendance is mandatory.

The usual rules on attendance continue to apply, including:

- parents’ duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools’ responsibilities to record attendance and follow up absence

- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Improving attendance – WHAT PARENTS CAN DO:

1. Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this is not always possible but in such cases, try to minimise the disruption to the day by getting an early morning appointment so that your child can attend afterwards OR a late afternoon appointment so that she can complete most of her timetable before leaving.
2. Encourage your child to take responsibility for being on time for school. Try to make sure she has an alarm clock that is reliable. Make sure that she has a realistic bedtime and will not be too tired to get up in the morning for school. Bags, books and other equipment should be prepared the night before. Regularly checking your child's planner can help you to do this.
3. Discourage your child from staying over night with friends during the week. This sometimes leads to them both being late (or not attending at all) the next day.
4. Check with the school's attendance officer if you have any concerns about whether your child is present in school. Our Attendance Officer is Mrs Chahal.
5. Leave of absence during term time is not a parental right. If there are special or exceptional circumstances please contact the Headteacher and decision will be made if the absence can be authorised or not.
6. Encourage your child to come to school even if she is feeling slightly unwell. Many aches and pains are forgotten when they are with friends and the school will contact you if it becomes necessary.
7. Talk positively about going to school – "What was good about school today?" "Did anything funny happen?"
8. Monitor your child's internet and social media use to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.
9. Take any worries seriously but do not show that you are unduly concerned. Believe that they will be sorted out. Contact your Child's Tutor or Achievement Coordinator before the concerns escalate.

PART B

Post 16 Attendance Policy and Procedures

1 Introduction

- 1.1** High levels of attendance are essential to ensure positive outcomes. Post 16 students are expected to attend all timetabled sessions. Students whose attendance falls below the school target of 95% are less likely to achieve positive results at the end of their programmes of study.

- 1.2** Post 16 students use the Genee system to sign in and out of the school site. Students are registered during morning registration and in each lesson they attend. Teachers use SIMs or Edulink to record attendance. The accurate and correct recording of attendance is essential. Students must be registered for every period for

safeguarding purposes and to ensure they meet the required guided learning hours for each subject.

2 Attendance

2.1 Students are expected to meet the school target of 95+% attendance.

The Post 16 Attendance and Bursary Support Officer monitors registration attendance and lesson attendance. Parent/Carers will be contacted in the event of any unauthorised absence.

2.2 Industry Placement

Attendance at industry placement is monitored daily by the Work Placement & Employer Engagement Co-Ordinator.

3 Student Agreement. Post 16 Students sign the Attendance and Punctuality Code agreement on joining the sixth form. The terms of the policy are in Appendix A.

3.1 Registration

All students will be expected to attend timetabled morning registration unless they are on industry placement. All students will be registered at the start of each timetabled lesson.

3.2 Reporting Absence

Reasons must be provided for all absences. If a student is unable to attend school the Post 16 Attendance and Bursary Officer must be informed before 8.30 on the day of absence. Please refer to Appendix 1 for further information.

3.3 If students are taken ill during the school day and need to leave early, students must inform a member of the sixth form team before leaving in order for parents/carers to be contacted.

3.4 Known Absences

Known absences should be requested at least 24 hours in advance by completing the form available from the Post 16 Attendance and Bursary Officer. Proof of the appointment must be provided at the time of the request. Students must also inform their teacher in advance.

3.5 To be notified in advance

1. Medical or dental appointments that cannot be arranged outside of school hours
2. A religious holiday
3. University interviews and open days/Career related interview or audition
4. Driving tests and theory tests
5. Industry placement relevant to course

6. Occasional extra curricular activity relating to significant personal achievement.
7. Attendance at a funeral
8. Driving Test

3.6 To be notified on the day as soon as possible

1. Emergency family situation

3.7 The following list of reasons for absence would not be regarded as acceptable. This list is not exhaustive.

1. Holidays
2. Part or full time work which is not part of the student's programme of study
3. Caring for younger siblings
4. Driving lessons
5. Routine medical or dental appointments which could be arranged outside of lesson time. Standard Doctor/Dentist appointment

3.8 Punctuality

Students are expected to arrive on time for registration and all timetabled sessions. Registers are taken in all sessions.

4 Sanctions

4.1 Missed Lessons/Persistent Absence

The Post 16 Attendance and Bursary Officer will run a persistent absence and missed lesson report at the end of each two week cycle using SIMs. Post 16 students are required to meet the guided learning hours as outlined in their programme of study. Teachers will be informed of students who have missed lessons. Work will be made available on the school online platforms for absent students to access.

4.2 Students whose absence falls below the school target of 95% owing to ongoing health issues will be supported on a case by case basis to ensure they are fit for study and are remaining on track to achieve or exceed their expected outcomes.

4.3 Students with no extenuating circumstances, whose absence falls below the school target of 95%, and/or who do not meet the required guided learning hours will be placed on attendance monitoring. Students may be subject to the following sanctions:

1. Payment of examination entry fees
2. Withdrawal from examination entry

4.4 Punctuality

Punctuality to registration and lessons is monitored via a Standards card. The card will be signed each time a student is late to lesson. Three signatures and a detention is issued. Ongoing concerns around punctuality will be followed up by sixth form pastoral staff to support the student to be more punctual.

Appendix A

Reporting absence

By phone : 0121 429 2838, option 4

By email : via Weduc

By email : sixthformattendance@lsg.kevibham.org

All absences should be notified to the Attendance and Bursary Officer either in advance where possible or as soon as possible on the day if it is unexpected.

What if I know I am going to be absent?

Before the day:

- Email the Attendance and Bursary Officer using the email address above with your absence and attach any evidence or forward an email confirmation of an appointment or university visit
- Let your teachers know that you are going to be absent and find out what work you will be missing. Make sure that you have caught up on the missed work before the next lesson

What if I do NOT know that I am going to be absent in advance?

By 8.30am or as early as you can on the day, you or your parents should contact the school via Edulink, via the Sixth Form attendance email address or telephone the Attendance and Bursary officer, giving the reason for your absence

What if I'm ill during the school day and need to go home before my last lesson?

If you are taken ill during the school day and need to leave early, you must inform a member of the sixth form team before leaving in order for parents/carers to be contacted

Some more important points

- The school does not authorise holiday in term time
- Appointments should be made outside lesson times where at all possible, evidence will need to be provided at the time of arranging any known absence
- School may make a referral to the education welfare officer if we are unable to contact parents. This is in order to discharge our safeguarding duties. The education welfare officer will make 'reasonable enquiries' to include a home visit.