

Attendance and Absence Policy

Authorised by:	The Board of Governors of CFBL
On:	WR 16.12.24
Last review by management:	December 2024
Review Date:	A least <u>annually</u> December 2025 and/or following any updates to national and local guidance and procedures if sooner
Circulation:	Governors/all staff: automatically Parents: on request + School Website Staff: Staff shared drive > Policies

This policy applies to the whole School including the Early Years.

Key School Contacts

Headteacher	Mr Gassian, Headteacher EMAIL: d.gassian@cfbl.org.uk TEL: 0207 993 7400 (term time)
Designated Safeguarding Lead	Ms Lacassagne EMAIL: m.lacassagne@cfbl.org.uk TEL: 0207 993 7400
Senior attendance champions / SACs	Ms Lacassagne, Deputy Head to the Primary and DSL EMAIL: m.lacassagne@cfbl.org.uk TEL: 0207 993 7400
	Ms Batgi, Head of Pastoral Care and DDSL EMAIL: cpe@cfbl.org.uk TEL: 0207 993 7400

External Key Contacts

Camden's Attendance & Children's Out Of School	TEL: 0207 974 1653 EMAIL: acos@camden.gov.uk
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To report an absence

Primary School	EMAIL: info@cfbl.org.uk
Collège	EMAIL: viescolaire@cfbl.org.uk

1. Introduction

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. Parents/carers (hereafter “**Parents**”) have the legal responsibility for ensuring that their children of compulsory school age receive a suitable education, either by regular attendance at school or otherwise.

Where Parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. It is the responsibility of local councils’ education departments to ensure that Parents meet these responsibilities.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

The aims of this policy are to:

- develop and maintain a whole school culture that promotes the benefits of good attendance;
- ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- help to promote a whole school culture of safety, equality and protection.

The school follows DfE advice [Working Together to Improve School Attendance](#) of August 2024.

In applying this policy, the School will consider the specific needs of certain pupils and their families who have specific barriers to attendance and consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

2. Responsibility statement

CFBL’s board of governors has overall responsibility for all matters which are the subject of this policy.

CFBL’s proprietor recognises that improving attendance is a school leadership issue and has appointed Mr Gassian, the Headteacher, Ms Lacassagne, the Deputy Head to the Primary and DSL, and Ms Batgi , the Head of Pastoral Care for to the Secondary School and Deputy DSL, to have overall responsibility for championing and improving attendance as School Attendance Champions (“SACs”).

The SACs’ responsibilities are to:

- (a) set a clear vision for improving attendance in school;
- (b) establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) have oversight of and analyse attendance data; and
- (e) communicate clear messages on the importance of attendance to pupils and Parents.

They ensure that all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need. More detailed support on attendance can be obtained from the Deputy Head to the Primary and the Deputy Head to the Secondary.

Attendance is regularly reviewed in the safeguarding committee and by the board of governors.

3. The importance of high attendance:

Attendance is the essential foundation to positive outcomes for all pupils and is therefore seen as everyone's responsibility in the School. Children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

Securing good attendance is a concerted effort across all teaching and nonteaching staff in School, the governing body, the local authority and other local partners. Annex A sets out how all partners should work together.

The School has a continuing responsibility to proactively manage and improve attendance across its community. The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

The School recognises that absence is a symptom and that improving pupil's attendance is part of improving the pupil's overall welfare.

The School promotes the benefits of high attendance for all pupils by reminding pupils and their parents that failing to attend school regularly can have a major impact on their education, their future and their life chances. High attendance is key to developing relationships with peers and feeling of belonging.

We know from experience and from studies that regular absence and poor punctuality can have a detrimental effect on a child's learning. When a pupil is absent or arrives late it disrupts teaching routines so may affect the learning not only of that pupil but also that of others in the same class.

It is Parents' responsibility to ensure that their child attends school and attends punctually, as set out in this policy .

4. Whole school attendance target

CFBL school intends to at least maintain its current high levels of attendance.
The average attendance for 2023/2024 was 95%, with 0.3% unexplained absences.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our Parent Newsletter. We expect and thank you in advance for your full support.

5. Attendance and Punctuality Expectations

5.1 Term dates

The School Calendar and term dates are published on the [School's website](#).

5.2 School Day

5.2.1 School Day in the Primary Section

The School gates open at **8:30 am**.

Nursery, Reception, and Year 1 pupils go directly to their classroom.

Years 2 to 6 are expected on the playground no later than 8:45 am, when a teacher takes them to class.

The registry is taken at **8:45 am** and lessons begin.

On Mondays, Tuesdays, Thursdays and Fridays, classes end at **3:30 pm**.

On Wednesdays, classes end at **12:15pm**.

5.2.2 School Day in Collège

Collège students are required to be present according to the timetable applicable to the class and groups they belong to, ie - their presence is required from the start of the first period for which they have a lesson until the end of the last period for which they have a lesson, based on their timetable.

A school day is divided as follows:

Morning:	Afternoon:
Period 1: 08:30 - 09:20 am Period 2: 09:25 - 10:15 am Recess: 10:15 - 10:30 am Period 3: 10:30 - 11:20 am Period 4: 11:25am - 12:15 pm Period 5: 12:20 - 1:10 pm	Period 1: 1:15 pm - 2:05 pm Recess: 2:05 pm - 2:20 pm Period 2: 2:20 pm - 3:10 pm Period 3: 3:15 pm - 4:05 pm Period 4: 4:10 pm - 5 pm

Collège pupils and their parents receive an electronic version of their timetable at the beginning of the school year. In addition, pupils receive a printed copy of the timetable at the beginning of the school year. This timetable is updated daily to reflect possible changes in classrooms, lessons due to teacher absences, or school outings. Any substitute classes are also indicated. Exceptional sessions may be added on occasion: level assemblies, PSHE workshops, other workshops...

Accordingly, school gates open at 8:15 am. Pupils should arrive in the playground by 8:20 AM to allow sufficient time to visit their locker, catch up with friends, or use the restroom. The first bell goes at 8:25 AM which signals pupils to go to class. By the second bell at 8:30 AM, all pupils should be seated in their classrooms, ready for the lesson to begin. The registry is taken and lessons start at 8.30am.

When the school day of a pupil starts later (eg - from period 2), pupils should arrive at least 15 minutes before the start of their first lesson. The bell will ring the end of the previous period and this signals the pupil to go to their class. The registry is taken and class starts as at the time indicated above.

Pupils arriving early or with no lesson at some point during the school day (other than recess) must go to *vie scolaire*.

5.3 **Expectations from Pupils**

Pupils are expected:

- (a) to be present in-person for the duration of each School day;
- (b) to arrive on time and attend all timetabled lessons;
- (c) not to leave a lesson or the School site without permission or otherwise in accordance with School rules;
- (d) to engage with the School's arrangements for recording and managing attendance as set out in this policy;

Pupils should be aware that:

- (a) any unexplained absence will be followed up;
- (b) persistent lateness or non-attendance will result in action being taken by the School. This may take the form of: offers of support to seek to identify and address any barriers to attendance; communication with their parents; reporting to other agencies such as children's social care; and sanctions against them or their Parents in line with current guidelines and policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them in the first instance to speak to their teachers/Professeur Principaux for secondary school students, the Head of Pastoral Care (Ms Batgi) or any member of the vie scolaire staff.

Pupils are entitled to expect this information to be managed sensitively.

6. The School's Procedures in Taking the Register

6.1 The Attendance Register

The School maintains an electronic attendance register, which records pupils' attendance on school days for all pupils registered with the School (as shown on the School's admissions register), using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. The codes are described in [Annex B](#) below.

Pupils are entered on the attendance register from the beginning of the first day on which the School has agreed, or been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

Amendments to the Attendance Register: Every amendment made to the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Attendance Register: Every entry in the attendance register is preserved for a period of six years after the date on which the entry was made. Back-up copies are made at least once a month (either electronic or printed) and will be retained for six years after the end of the year to which they relate.

6.2 Recording attendance

In the Primary School, the class teachers record attendance twice a day, once at 8.45am, at the start of the morning session and once at the start of the afternoon session (except Wednesdays afternoons).

In the Secondary School, the *Vie Scolaire* (Pastoral Team) and teachers are responsible for recording attendance at the beginning of each lesson (8.30 am, 9.25am, 10.30 am etc) and reporting it directly to the Head of Pastoral Care (Ms Batgi).

On each occasion they must record whether each registered pupil is physically present in School or, if not, the reason they are not in school by using the appropriate national attendance and absence code. The register must say whether or not the absence has been authorised by the School.

Pupils cannot be marked present if they are not in class during registration. This means that a pupil arriving in class after the registry is closed will be recorded as absent for the session.

A pupil authorised to leave the School after registration will be counted as present for the session for statistical purposes.

Pupils receiving remote education are recorded as absent using the most appropriate absence code.

If the pupil is absent, the School will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken, if necessary;
- Identify whether the absence is authorised or not; and
- Identify the correct code to use before entering it on to the school's electronic register.

6.3 Lateness

Poor punctuality is not acceptable. A pupil who misses the start of the day, will miss work and will not spend time with their class teacher getting vital information / instructions and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and may encourage absence.

How we manage lateness: The attendance register is opened for 15 minutes.

In the Primary School, attendance is marked at 8.45am (morning session) and at the start of the afternoon session. In the Secondary School, the attendance register is marked at the start of each lesson and the School expects your child to be in class at that time.

Your child will receive a 'late' mark if they are not in class by that time but arrives before the register is closed.

After 15 minutes, the attendance register is closed. If your child arrives after that time, they will receive an unauthorised absence mark that shows them to be on site but not counted as a present for statistical / legal purposes.

If your child has a persistent late record, you will be asked to meet with the Head of Pastoral Care, Ms Batgi or the Deputy Headteacher (Ms Lacassagne or Mr Batgi) to resolve the problem. Parents are invited to discuss with them at any time if having a problem getting their child to school on time.

If your child happens to be consistently late, they may face sanctions such as detentions.

6.4 Authorised and unauthorised absences

Every half-day absence from school must be classified by the School, as either AUTHORISED or UNAUTHORISED. The School decides whether it is satisfied with the reasons for the absence and if an absence is authorised or not. All absences not authorised by the School will be treated as unauthorised. These include unexplained or unjustified absences. If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil can be away from school.

6.4.1 Authorised Absence

An authorised absence is where the Headteacher has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence. Only exceptional circumstances warrant a leave of absence. The Headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

A leave of absence should be requested by the Parents from the Headteacher. The Headteacher will consider every request for leave on its individual merits.

Absence may generally be authorised for the following reasons:

- Illness,
- Medical (incl. dental) appointments.
- Unavoidable cause (which is expected to be an emergency and unavoidable)
- Days of religious observance
- Traveller child travelling for the purposes of parents' employment.
- Leave of absence for attending an admission to another educational institution
- Leave of absence for exceptional circumstances
- Leave of absence for studying for a public examination

Please note that whilst any child may be off School because they are ill, it can sometimes be that they are reluctant to attend school. If your child is reluctant to attend, this should be discussed between the School, the parents/carers, and the child wherever possible.

Illness: The School will authorise an absence due to illness unless it has a genuine concern about the veracity of the illness. The School may, at its discretion, require Parents to provide medical evidence to support illness. Medical evidence can include the form of prescriptions, appointment cards as well as a doctor's certificate.

Medical or dental appointments: Appointments should always be made outside school times where possible. Where this is not possible, they should get the School's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

6.4.2 Unauthorised Absences

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the School. This includes:

- Parents / Carers keeping children off school to assist with translation.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a late mark – See lateness section.
- Shopping, looking after other children or birthdays.
- Day trips (other than organised by the School) and holidays in term time.

Exceptional Leave in Term Time: The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Accordingly, parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable. There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

If an absence is recorded as unauthorised, the School will refer this to the Local Authority's Attendance and Children Out of School Services under the circumstances set out in 7.6 below. The Local Authority can use various sanctions to promote regular attendance such as initiating court proceedings.

6.5 Attendance to Clubs, Garderie and Klubhouse: CFBL Clubs keeps an electronic record of children registered for Clubs/Garderie/Klubhouse. This record is marked at each individual session to indicate if the child was present or absent.

Reception communicates each afternoon to CFBL Clubs a printed copy of pupils present or absent, to allow CFBL Clubs to check absences before the start of Clubs/Garderie/Klubhouse.

If a Primary School pupil is absent without explanation, the Clubs Manager will first enquire from the pupil's teacher and then phone the Parents for an explanation as soon as practicable after taking the attendance register. In the event that CFBL Clubs are not able to reach either parent, they will contact them by email and request a written justification.

If a Secondary School pupil is absent without explanation, CFBL Clubs will email parents for an explanation as soon as practicable after taking the attendance register.

For drop-off *Garderie* services where pupils are not systematically registered in advance, the name of those pupils not pre registered to *Garderie* is added to the register.

6.6 Vie scolaire attendance: Vie scolaire keeps an electronic record of children going or sent to *vie scolaire*.

7. Absence Procedures

7.1 If your child is absent, you MUST:

- Contact us as soon as possible on the first day of absence and give an expected return date using the following addresses:
 - For the Primary School: info@cfbl.org.uk
 - For the Secondary School: viescolaire@cfbl.org.uk
- Call the School at least every second day thereafter to advise us of your child's progress.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us. Alternatively, you can call into school and report to reception, who may arrange for a member of staff to speak with you.

7.2 If your child is absent without explanation, the School will:

- phone the Parents for an explanation as soon as practicable after taking the attendance register. In the event that the School is not able to reach either parent the School will contact them by email and request a written justification.
- If absence continues without explanation, further contact will be made to ensure safeguarding.

7.3 If your child's records show regular unauthorised absence or lateness or if absence persists, the School:

- Will invite you in to discuss the situation with our Vie Scolaire Team and/or Head of Pastoral Care, Ms Batgi, and/or any other SCAs, to understand the barriers to attendance that the pupil or family is experiencing;
- Will discuss with you what good attendance looks like and the link between attendance and attainment and wider wellbeing;
- May consult with the Attendance and Children Out of School Service if your child's attendance falls below 95% and at least 10% or more of the absences are unauthorised.

7.4 Parents have access to their child's attendance and absence levels through Pronote, which provides lateness, the number of half days of absence and the reason for absence provided.

7.5 Return after a long absence

The School will be sensitive to the needs and circumstances of pupils returning after significant periods of absence. We will support the smooth reintegration of pupils both academically and socially.

The school will work with parents, carers and pupil towards an agreed reintegration plan, taking into account the pupil's medical needs (if any) and the situation. This is done by contacting the parents and/or the students to make sure they have access to lessons, activities and homework. When the pupils are back in school, the Deputy Head or the form tutor organises a meeting with parents and teachers to provide support (in school or at home according to the needs), advice and guidelines.

Reduced timetable will only be used in exceptional circumstances, for a limited period to support pupils to reintegrate back into education to access full time provision.

7.5 Long term physical or mental health conditions or special educational needs and disabilities (SEND)

Pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND) may face more complex barriers to attendance. In working with parents to improve attendance, the School will be mindful of the barriers these pupils face and will put additional support in place where necessary to help them access their full-time education. In developing support, the usual processes relevant to any attendance case apply:

- Understanding the individual needs of the pupil and family
- Working in partnership with the pupil and family to put in-school support in place and working with other the local authority and other agencies where external support is needed (and available)
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.

7.6 Continuous absence or pattern of non-attendance becoming problematic

Where a pupil or family needs support with attendance, the School will identify who is best placed to work with them to address issues.

The School will support pupils and parents by working together to address any in-school barriers to attendance. Where absence intensifies, so should the support provided, and the School will work in tandem with the local authority and other relevant partners. Where barriers are outside of the School's control or where voluntary support has not been effective and/or has not been engaged with, the School may refer the identified pupil to services and organisations that can provide said support or to the local authority's School Attendance Support Team, as quickly as possible.

The School **may** refer a pupil to the LA under any of the following circumstances:

- 10 days of continuous unauthorised absence

- More than 10 days of authorised leave
- A term time holiday taken without permission
- A pupil who has been marked as with an unauthorised late (after the close of registers) on a minimum of eight occasions in a rolling eight-week period.
- 85% or less attendance and with 10% or more unauthorised absences

In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the pupil, parents and any other partners involved as part of any whole family plan or team around the family.

Persistent and Severely Absent pupils (PA and SA): A pupil is considered a “persistent absentee” if they miss 10% or more of their schooling across the school year **for whatever reason**. A pupil is “severely absent” if they miss 50% or more of their sessions across the school year for whatever reason.

Absence at both these levels is causing considerable damage to any child’s educational prospects. Any case that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, will be given priority. The School will need parents’ fullest support and cooperation to tackle this.

If your child has or is at risk of reaching the threshold for Persistent Absence or Severely Absent you will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescription, appointment cards, medicine packaging, hospital letter or a screen-print from the My GP app. Where we have concerns about your child’s health, we may ask you to talk to the School Nurse or for permission for the School Nurse to contact their GP or other medical professionals for advice.

PA and SA pupils are tracked and monitored carefully through our pastoral support system, and we also combine this with academic mentoring where absence affects attainment.

All our PA and SA pupils and their parents/carers will be subject to an action plan and the plan may include allocation of additional support through a mentor, individual incentive programmes and participation in group activities around raising attendance.

7.7 Monitoring

The School will use weekly attendance data to identify patterns of poor attendance at both individual and group levels. Once concerns are identified the School will work together with pupils, parents, and other services where appropriate to resolve the issue, understand and remove any barriers to attendance and work to resolve them before they become a more serious issue.

8. Children at Risk of Missing Education

The School’s safeguarding responses to children missing in education are set out in its ‘Missing Child Policy & Procedures When a Child is Not Collected on Time’, available on the [School’s website](#).

9. Information Sharing

Local authorities and schools (of all types) are expected to work jointly and have regular Targeting Support Meetings at least termly.

Further, to facilitate timely collaborative working across partners, all schools are also legally required to share information from their registers with the local authority. Accordingly, the School must notify to the local authority:

- **New pupil and deletion returns:** Every time a pupil’s name is to be added to, or deleted from, the School’s admission register outside of standard transition times (including the statutory reason for deletion). For deletions this must take place before the deletion, and for additions it must be no later than 5 working days after the addition.
- **Attendance returns:** The name and address of any pupil of compulsory school age who fails to attend school regularly or has been absent for a continuous period of 10 school days where their absence has been recorded with one or more

of the codes statistically classified as unauthorised (G, N, O, and/or U).

• **Sickness returns:** the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively over a school year because of sickness.

Recording absence figures and data monitoring: The School keeps track of attendance ratio and uses it among other KPIs to assess the school's performance. It will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent.

10. Key Roles

11.1 The Safeguarding Committee & the Board of Governors

The Safeguarding committee, which includes two governors, will:

- Regularly review attendance data at committee meetings at least once per term. This should include thorough examination of trends at a school level as well as benchmarking to comparator schools within the local authority area, region and nationwide.
- Pay particular attention to attendance of pupil cohorts within the school that could face poor attendance or entrenched barriers. This could include pupils who have a social worker, are from a group where attendance has historically been low, have a long-term medical condition, special educational needs or a disability, or are eligible for free school meals.
- Defines goals or areas of focus for attendance and provide support and challenge around delivery against those focus areas.

The School's DSL reports to the Board of governors at least once per term (usually at each meeting).

The board:

- Recognises the importance of school attendance and promotes it across the school's ethos and policies.
- Ensures school leaders fulfil expectations and statutory duties.
- Regularly reviews attendance data.
- Ensures school staff receive adequate training on attendance.
- Holds the headteacher to account for the implementation of this policy. .

11.2 The Headteacher

The Headteacher is responsible for the implementation of this policy.

11.3 Senior Attendance Champions ("SACs")

The SACs' role is to:

- Devise a working attendance policy, based on school attendance data and reviewed at regular intervals;
- Monitor attendance patterns and trends and conducts thorough analysis of half-termly, termly, and full year data;
- Devise strategies to address areas of poor attendance identified through data;
- Benchmarks attendance data (at whole group, year group and cohort level) against local, regional and national levels;
- Look into patterns of attendance within a session to ensure all pupils are attending all timetabled lessons;

- Identify the pupils who need support, focus staff efforts on developing targeted actions for those cases and ensure intervention and support is delivered in a targeted way to pupils and families;
- Evaluate effectiveness of interventions and their impact on attendance levels.
- Ensure they are aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.
- Attend Targeted Support Meeting where appropriate.
- Provides data and reports to support the work of the governing body.

Amongst the SACs, the Head of Pastoral Support (CPE) has specific responsibilities to:

- Ensuring attendance data is accurate and up to date.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to class teachers and reporting concerns about attendance to the DSL, the appropriate Deputy and the headteacher;
- Collaborating with school staff to tackle persistent absence and to follow up absences.

11.4 Class teachers and pastoral care staff (*vie scolaire*)

Class teachers and pastoral care staff are responsible for keeping the attendance register as set out above. This is a legal document and must be completed accurately.

They stay aware of those pupils the school is most concerned about, for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.

They encourage patterns of punctuality and good attendance by praising those children who come to school each day and arrive on time.

They must report any concerns about a child's attendance or punctuality to the School Attendance Leads either via Pronote, in person or by email.

They welcome back pupils after an absence using positive language.

Pastoral care staff follow up non-school attendance as set out above.

Staff training on attendance: Training on attendance is covered as part of the safeguarding training provided to staff and is part of new staff members' induction pack. This includes all staff understanding:

- o the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- o the law and requirements of schools including on the keeping of registers, and
- o the School' strategies and procedures for tracking, following up and improving attendance

In addition, all staff taking the attendance register receive a yearly reminder about tracking attendance and how to operate the attendance register, at the start of the year.

Teachers and members of the Pastoral Care team, such as AEDs, are trained to use Pronote.

Dedicated attendance training is provided to any staff with a specified attendance function in their role. This include:

- o the necessary skills to interpret and analyse attendance data, and
- o any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

11.5 Parents

Parents of a child of compulsory education, registered at the School, should note that:

- They are bound by the terms relating to conduct and attendance in the parent contract. Failure to ensure a child's attendance as set out in this policy or to engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

- Unauthorised absences from school carry the risk of prosecution.

Parents are expected to contact School at an early stage and to work with the School in implementing this policy.

11. Attendance legal intervention:

The law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

Attendance legal intervention can only be used for pupils of compulsory school age and decisions will be made on an individual case by case basis, if appropriate and having regards to the safeguarding duties owed to the child. It may involve measures such as:

- Attendance contracts
- Education supervision orders
- Parenting orders
- Other community orders
- Attendance prosecution
- Penalty notices

12. General

This document has been drawn up under:

- The Education (Independent School Standards) (England) Regulations 2014;
- [The EYFS statutory framework for group and school-based providers \(DfE, January 2024\)](#);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- The Equality Act 2010; and
- The Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

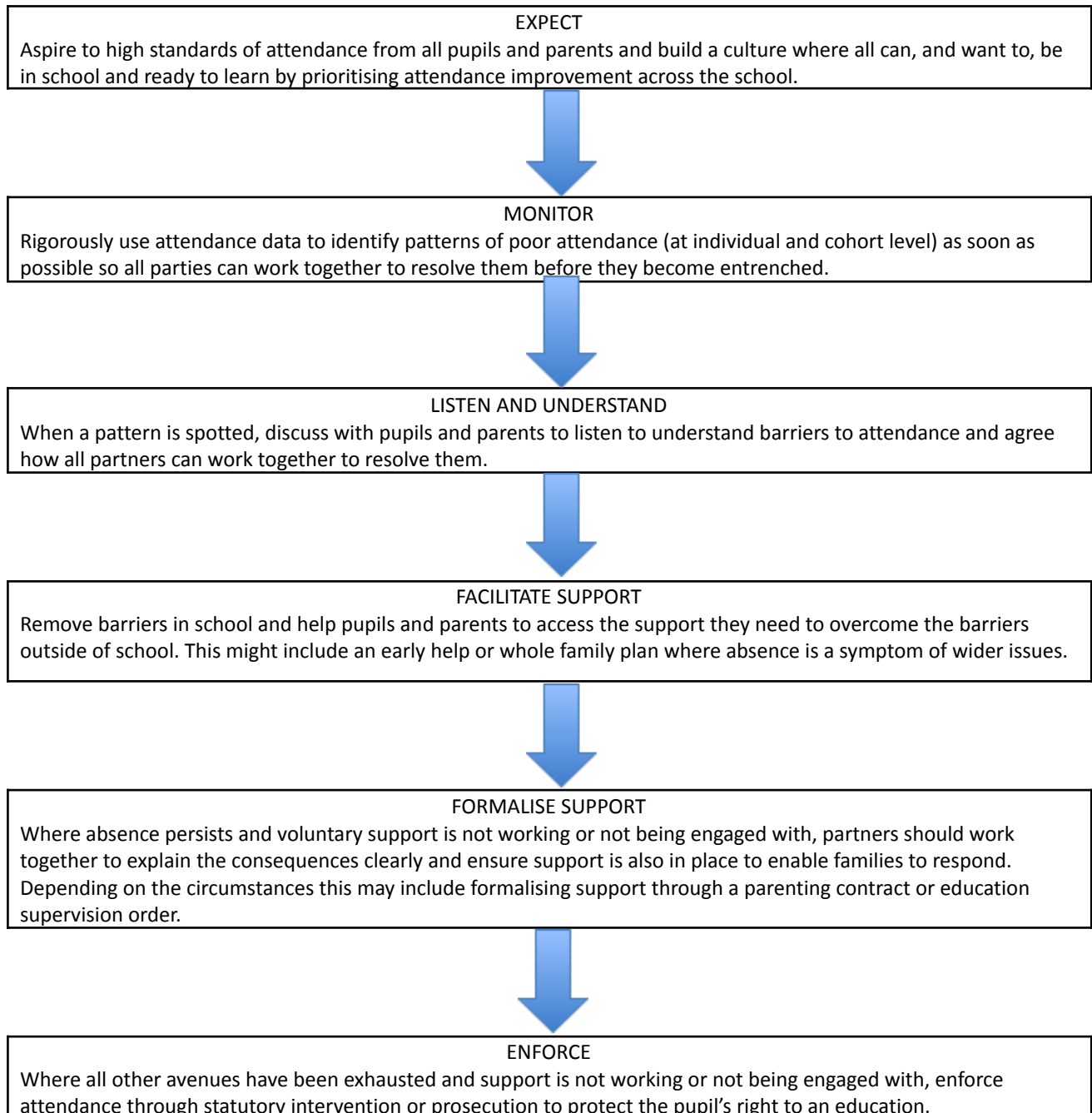
- [Working together to improve school attendance](#) (DfE, August 2024);
- [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
- [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- [Keeping children safe in education](#) (DfE, September 2024);
- [Children missing education](#) (DfE, August 2024);
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017);

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding & Child Protection Policy
- Admissions Register & School Transfers Policy
- Missing Child Policy & Procedures When a Child is Not Collected on Time
- Règlements intérieurs / School's Rules
- Behaviour & Discipline Policy
- Supporting pupils with medical needs
- Parents' contract (CFBL Terms & Conditions)

Annex A – Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



Annex B - Attendance Codes

Attending the School	Relevant regulation 10(2) Table 1	Code / \: Present at the school / = morning session \ = afternoon session	Pupils must not be recorded as present if they are not in school during registration.	If a pupil leaves the school premises after registration, they will still be counted as attending for statistical purposes.
		Code L: Late arrival before the register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate.
Attending a place other than the school	Relevant regulation 10(3) Table 2	Code K: Attending education provision arranged by the local authority	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site).</p> <p>A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>Schools must also record the nature of the provision (regulation 10(5)), examples are:</p>	Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

			<ul style="list-style-type: none"> • attending courses at college; • attending unregistered alternative provision. 295. 	
		Code V: Attending an educational visit or trip	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.</p>	<p>if the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.</p>
		Code P: Participating in a sporting activity	<p>The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.</p>	<p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training,

				<p>experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
		<p>Code W: Attending work experience</p>	<p>The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.</p>	<p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the

			<p>school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</p> <p>Supervision means the pupil is physically supervised by someone who meets this definition.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p>
		<p>Code B: Attending any other approved educational activity</p>	<p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> • the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;

			<ul style="list-style-type: none"> • the activity is of an educational nature; • the school has approved the pupil’s attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil’s attendance has been approved. <p>Supervision means the pupil is physically supervised by someone who meets this definition. Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> • attending transition days at other schools; • attending courses at college; • attending unregistered alternative provision arranged by the school. <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the</p>
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				pupil's absence using the relevant absence code.
Absent - leave of absence	Relevant regulation 10(4) Table 3	<p>Code C1:</p> <p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p>	In general, all schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.	Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption.
		<p>Code M:</p> <p>Leave of absence for the purpose of attending a medical or dental appointment</p>	<p>Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p> <p>If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.</p>	The School must still use this code to record a leave of absence granted for the purpose of attending a medical or dental appointment.
		<p>Code J1:</p> <p>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</p>	This interview must take place during the session for which it is recorded.	

	Code S: Leave of absence for the purpose of studying for a public examination		
	Code X: Non-compulsory school age pupil not required to attend school	Only applies when there is a leave.	Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X
	Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs	Use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time. Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.
	Code D: Dual registered at another school	The law allows a pupil to be registered at more than one school, eg -attending a pupil referral unit, a hospital school or a special school on a temporary basis. This code is used to indicate that the pupil is	Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained

			absent with leave to attend the other school at which they are registered.	absences are promptly followed up.
		Code C: Leave of absence for exceptional circumstance	<p>A leave of absence should not be granted unless there are exceptional circumstances.</p> <p>Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.</p> <p>Pregnant pupils - Leave for maternity is treated like any other leave of absence in exceptional circumstances.</p>	Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
Absent - other authorised reasons	Relevant regulation 10(4) Table 3	Code T: Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them.	<p>Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes, this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given.</p> <p>To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a</p>

				school where their parent(s) is travelling and be dual registered at that school and their main school.
		Code R: Religious observance	<p>The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).</p> <p>As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion.</p>	If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.
		Code I: Illness (not medical or dental appointment)	<p>The pupil is unable to attend due to illness (both physical and mental health related).</p> <p>Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p>	Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be

				requested to support the absence.
		Code E: Suspended or permanently excluded	The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.	Where the pupil is attending alternative provision, for the session in question, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).
Absent - unable to attend school because of unavoidable cause	Relevant regulation 10(4) Table 3	Code Q: Unable to attend the school because of a lack of access arrangements	This is to be used when the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home.	
		Code Y1: Unable to attend due to transport normally provided not being available	When transport to and from the school that is normally provided for the pupil by the school or local authority is not available	
		Code Y2: Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local,	

			national, or international emergency	
		Code Y3: Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	
Relevant regulation 10(10)	Code Y4: Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.	This code may not be used for any planned closure such as weekends or holidays.	
Relevant regulation 10(14)	Code Y5: Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. 	A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.	

		Code Y6: Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.	
		Code Y7: Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. Schools must also record the nature of the unavoidable cause (regulation 10(6)), eg: <ul style="list-style-type: none"> • Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated) • Court attendance (where the pupil is legally required to attend Court) 	The unavoidable cause must be something that affects the pupil, not the parent.
Absent - unauthorised absence		Code G: Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.	A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted
		Code N: Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. When the reason for absence has not yet been established before	Code N must not be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.

			<p>the register closes, the absence must be recorded with code N.</p> <p>Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)).</p>	
		<p>Code O:</p> <p>Absent in other or unknown circumstances</p>	<p>Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.</p>	
	<p>Relevant regulation 10(7) and (8)</p>	<p>Code U:</p> <p>Arrived in school after registration closed</p>	<p>Where a pupil has arrived late after the register has closed but before the end of session.</p>	<p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.</p> <p>All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes.</p>
<p>Administrative codes</p>		<p>Code Z:</p> <p>Prospective pupil not on admission register</p>	<p>To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.</p>	

			<p>Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day. If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.</p>	
		<p>Code #: Planned whole school closure</p>	<p>Eg -</p> <ul style="list-style-type: none"> • days between terms; • half terms; • occasional days (for example, bank holidays); • weekends (where it is required by the management information system); • up to 5 non-educational days; and • use of the whole school as a polling station. 	