

## Attendance and Absence Policy

Authorised by:	The Board of Governors of CFBL
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### Introduction

Parents/carers (hereafter "Parents") have the primary responsibility for ensuring that children of compulsory school age receive a suitable education, either by regular attendance at school or otherwise. It is the responsibility of local councils' education departments to ensure that Parents meet these responsibilities.

The school follows DfE advice on school [attendance](#) and pupils' registers.

If the Headteacher is concerned about continuous non-attendance, they are required to report truancy to [Camden Council Education Welfare Service](#). We refer Parents to CFBL Missing Child Policy and Procedure When a Child is Not Collected on Time.

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

### 1. Registers

The Headteacher is required to maintain two registers:

- an admission register (also known as the School roll or pupils register) which contains a list of all the pupils registered at the School, with his/her personal details including the date of admission, information regarding Parents (or carers) and details of the school last attended (if applicable); and
- an attendance register (which records pupils' attendance).

All pupils are placed on both registers.

### Expected first day of attendance

Schools must enter pupils on the admission register and 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.

The School must notify the local authority within five days when adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided.

### Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

### **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', which are available on the [School's website](#).

### **Deletions from the Admission Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

The School must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the School must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

## **2. The Attendance Register**

An attendance register for all pupils on the School roll is taken twice a day in the primary School (once at the start of the morning session and once during the afternoon session) and at the beginning of each lesson in the secondary School.

In the primary section, the class teachers keep an electronic attendance register for their class. In the secondary section, the *Responsable de Vie Scolaire* and teachers are responsible for recording attendance. Both the classroom teachers and the *Responsable de Vie Scolaire* report directly to the Deputy to the Head.

For each pupil, the register must be marked as:

- present,
- engaged in an approved educational activity away from the School site
- absent,
- unable to attend due to exceptional circumstances, or
- Not attending in circumstances relating to COVID 19 (known at CFBL as Code SI for self isolation and Code Q for quarantine).

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

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census

The register must say whether or not the absence has been authorised by the School.

Attendance to Clubs, Garderie and Klubhouse: CFBL Clubs keeps an electronic register of attendance to Clubs/Garderie/Klubhouse.

For each pupil registered to Clubs/Garderie/Klubhouse, this register must be marked as present or absent at each individual session. 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 pupil is absent without explanation, the Clubs Manager will phone the Parents for an explanation as soon as practicable after taking the attendance register. In the event that CFBL Clubs is not able to reach either parent, they will contact them by email and request a written justification.

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

### **3. Authorised and unauthorised absences; lateness**

3.1 An authorised absence is one for which the School has either given approval in advance or has accepted an explanation offered afterwards as satisfactory justification for absence.

Examples of authorised absences are: sickness, medical or dental appointments, the taking part in a day of religious observance, family bereavement or other exceptional family event.

In case of absence, Parents must notify the School as soon as possible:

- For the primary section: send email to [info@cfbl.org.uk](mailto:info@cfbl.org.uk)
- For the secondary section: send email to [viescolaire@cfbl.org.uk](mailto:viescolaire@cfbl.org.uk)

3.2 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 absences. These include unexplained or unjustified absences.

#### **3.3 Illness**

Parents need to notify the School on the first day the child is unable to attend due to illness. The School will authorise an absence due to illness unless it has a genuine concern about the veracity of the illness. The School can, 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.

#### **3.4 Medical or dental appointments**

Missing registration for a medical appointment will be counted as authorised absence. The School may require Parents to provide the appointment card. Parents are encouraged to make appointments outside school hours. When it is not possible, the pupil should be out of school for the minimum amount of time necessary for the appointment.

#### **3.5 Holidays**

The School applies [current Government's guidance](#) on the reporting of absences for holidays taken term's time to the local authority. The Headteacher will not approve of holidays taken by pupils during term time and such absence which will be noted as unauthorised in the attendance register and the number of unauthorised absences will be noted in the pupil's records.

#### **3.6 Lateness**

Registers are opened for 15 minutes from the start of morning and afternoon classes. Pupils must not be marked present if they are not at the School during registration.

If a pupil leaves the School after registration, they are counted as present for statistical purposes.

#### **3.7 Not attending in circumstances relating to coronavirus (COVID 19)**

In accordance with the School Attendance Guidance of August 2020 and the Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year (dated September 2021), the School will record as 'Not attending in circumstances relating to COVID 19' (known as Code Si or Q) sessions where the pupil's travel to or presence

at School would conflict with:

- Guidance relating to the incidence or transmission of COVID 19 from Public Health England or its successor UK Health Security Agency (UKHSA) and/or the Department of Health and Social Care, or
- Any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID 19.

This category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

More details are provided in Appendix A hereto.

#### **4. Responsibilities of Parents**

If your child is 5 years old or more, it is your responsibility to provide an education.

If your child is registered at the School and does not attend regularly, the School will work closely with you to resolve the problem.

Unauthorised absences from School carry the risk of prosecution. Under the (Education (Penalty Notices) (England) Regulations 2004 (SI 2004/181), as amended by the Education (Penalty Notices) (England) (Amendment) Regulations 2013, Parents found guilty of school attendance offences could be subject to a fixed penalty by Camden LA. DfE guidance on [Children Missing Education of September 2016](#) contains provisions on schools sharing of information with the local authority (please also refer to CFBL Missing Child Policy).

Parents have a right to educate their child outside the school system. However, the School will not seek to persuade Parents to educate their children at home as a way of avoiding excluding a pupil or because the pupil has a poor attendance record.

#### **5. School's obligations**

It is the duty of the School to monitor and control school attendance and report truancy or if a child is missing from education to the local authority (refer to Missing Child Policy for further details).

If a pupil is absent without explanation, the School staff 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.

The *Responsable de Vie Scolaire* or the Deputy to the Head will contact the Parents of a child whose records show regular unauthorised absence or lateness, to resolve the problem.

#### **Recording Absence Figures**

Each year, the School is required through the Schools Census System to submit to the DfE details of its level of absence. It is also required to state how many half days were missed due to authorised and unauthorised absence.

We keep track of attendance ratio and use it among other KPIs to assess the school performance.

#### **6. Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and 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.

#### **7. Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

## **8. General**

This document has been drawn up under Part 3 (15) of The Education (Independent School Standards) (England) Regulations 2014 which requires that " admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) by the Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the September 2016 DfE guidance on the sharing of information with the LA on Children Missing from Education

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Last review by management: October 2021

## Appendix A

### COVID-19 Provisions

This Addendum is based on the following guidance:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

#### Attendance expectations

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 register pupil,
- school's 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

#### Not attending in circumstances relating to COVID-19

The category must be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC).
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

The schools' COVID-19 operational guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>) sets out when pupils should self-isolate and they ought to be tested in the 2021 to 2022 academic year.

#### Examples in which 'not attending in circumstances relating to COVID-19' could apply

In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follows:

##### **Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19**

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory PCR test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code SI should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code SI will be used for the period of self-isolation until the test. After the pupil tests positive, they will be recorded as code I (illness) until they are able to return at school.

##### **Pupils who are close contact of someone who has symptoms or confirmed COVID-19**

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should

instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

#### **Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, Parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school will use code Q in register.

#### **Pupils who are self-isolating but who have not had a PCR test**

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code SI in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

#### **Remote education**

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, the School will offer them access to remote education on Pronote and Google Classroom. The School will keep a record of, and monitor engagement with, this activity, but this will not be tracked in the attendance register.