

## Attendance and Absence Policy

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

Authorised by:	The Board of Governors of CFBL
On:	WR 29.09.25
Last review	
by management:	July 2025
Review frequency:	A least <u>annually</u>
Next scheduled review:	August 2026
Circulation:	Governors/all staff/volunteers: automatically Parents: on request + School Website Staff: Staff shared drive > Policies

### Key School Contacts

Headteacher	Mr Gassian, Headteacher EMAIL: <a href="mailto:d.gassian@cfbl.org.uk">d.gassian@cfbl.org.uk</a> TEL: 0207 993 7400 (term time)
Designated Safeguarding Lead & Deputy Head for Primary	Ms Lacassagne EMAIL: <a href="mailto:m.lacassagne@cfbl.org.uk">m.lacassagne@cfbl.org.uk</a> TEL: 0207 993 7400
Senior attendance lead / senior leaders	Ms Lacassagne, Deputy Head to the Primary and DSL EMAIL: <a href="mailto:m.lacassagne@cfbl.org.uk">m.lacassagne@cfbl.org.uk</a> TEL: 0207 993 7400
	Mr Boujnah, Head of Pastoral Care EMAIL: <a href="mailto:cpe@cfbl.org.uk">cpe@cfbl.org.uk</a> TEL: 0207 993 7400
Senior Attendance Officer	Mr Boujnah, Head of Pastoral Care EMAIL: <a href="mailto:cpe@cfbl.org.uk">cpe@cfbl.org.uk</a> TEL: 0207 993 7400

### External Key Contacts

Camden's Attendance & Children's Out of School	TEL: 0207 974 1653 EMAIL: <a href="mailto:acos@camden.gov.uk">acos@camden.gov.uk</a>
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### To report an absence

Primary School	EMAIL: <a href="mailto:info@cfbl.org.uk">info@cfbl.org.uk</a>
Collège	EMAIL: <a href="mailto:viescolaire@cfbl.org.uk">viescolaire@cfbl.org.uk</a>

## 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.

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.

CFBL wants to ensure that all pupils receive a full-time education to maximise opportunities, attainment, well-being, and wider life chances for everybody to realise their potential. We aim for an environment, which enables and encourages all members of the school community to strive for excellence and enjoyment in education. For our children to gain the greatest benefit from their education it is vital that they attend regularly and punctually.

At CFBL our objectives are to develop an ethos which demonstrates to children, Parents, and the wider community the importance of good attendance and punctuality.

Regular and punctual attendance is essential for effective learning and children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. This is important to your child’s achievement, wellbeing, and their wider development. There is a renewed national focus on maximising pupils’ time in the classroom, as evidence shows that the students with the highest attendance throughout their time in school gain the best results.

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.

Some pupils find it harder than others to attend school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. If you have any concerns about your child’s attendance, please speak to us. The key contacts are at the end of this document and on our School website.

## 2. Attendance target

CFBL School intends to maintain its high levels of attendance each year. We believe that good attendance is the key to successful schooling.

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 newsletter and we ask for your full support.

### **3. Why Regular Attendance is important**

#### **3.1 Learning**

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 it may affect the learning not only of that pupil but also that of others in the same class.

Ensuring your child's regular attendance at School is your legal responsibility and permitting absence from School without a good reason creates an offence in law and may result in a prosecution.

#### **3.2 Safeguarding and access to support services**

At CFBL, we believe every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn and participate in all School activities in a relaxed and secure atmosphere.

Attending School regularly promotes the welfare and safety of children whilst they are not in the care of their Parents. Safeguarding is about offering early help and support to children and families; difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm.

Safeguarding the interests of each child is everyone's responsibility. Within the context of the School, safeguarding and promoting the welfare and life opportunities for children encompass in particular: attendance, behaviour management, health and safety, access to the curriculum, anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, awareness of female genital mutilation (FGM) and child sexual exploitation (CSE). More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

To allow us to safeguard the children in our care it is important that Parents provide the School with their current contact details and provide at least two other contact numbers in case of emergency.

It is also important for Parents to let the School know of any specific vulnerability in relation to their child or home circumstances. If you are uncertain about what would be considered a vulnerability, please speak with Ms Lacassagne for Primary pupils or the Head of Pastoral Care for Secondary pupils.

Other people you can contact about attendance issues are:

- Your child's class teacher / form tutor
- The Vie Scolaire team

We will seek advice on attendance concerns from Camden's Attendance and Children Out of School team and, where appropriate, we will seek consent to refer to other support services that can help support pupils and their families to improve attendance.

### **4. Promoting Regular Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, and all members of school staff.

**To help us all to focus on this we will:**

- Provide parents / carers with details on attendance in the School's newsletter.
- Regular information of Parents: Parents have access to their child's attendance and absence levels through Pronote, which provides lateness, the number of half days of absences and the reason for absence provided. In case the amount of time missed has a negative impact on the pupil's learning, the Head of Pastoral Care will organise a meeting with the parents.

### **Telling the children about the importance of good attendance and punctuality**

Children receive guidance from teachers on an individual, class and School level about the importance of good attendance and punctuality. If a child has concerns about their attendance or punctuality, they are encouraged to speak to their class teacher.

Children are encouraged to walk and cycle to School and to get to School on time before the bell goes.

Children are encouraged to go to bed at an appropriate time so that they are not tired the next day. They are encouraged to prepare for the school day on the night before as much as possible, so they are not rushed in the mornings.

### **5. The Law relating to attendance and safeguarding.**

Section 7 of the Education Act 1996 states that:

*the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable:*

*(a) to age, ability, and aptitude and*

*(b) to any special educational needs, he/ she may have  
either at school or otherwise*

**Compulsory School Age:** A child is compulsory school age from the beginning of the next term after their 5<sup>th</sup> birthday until the last Friday of June in the academic year of their 16<sup>th</sup> birthday.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

This policy is written in relation to the following acts of Parliament and guidance relating to attendance:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- [Working together to improve school attendance.](#)

### **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. Attendance and punctuality expectations**

### **6.1 Term dates**

The School Calendar and term dates are published on the [School's website](#). They are also regularly highlighted in the School's newsletter. Staff training days (inset days) are included in the term dates schedule. Parents receive written notice of any changes in term dates. Those changes will also be published in the calendar on the school newsletter.

There are times that term dates may differ if you have children attending more than one school. Please check the term dates on each school website and do not assume each school will have the same term dates.

Working together to improve school attendance states "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."

### **6.2 School Day**

#### **6.2.1 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**.

#### **6.2.2 School Day in the Secondary School**

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: 08:25 - 09:20 am Period 2: 09:25 - 10:15 am Recess: 10:15 - 10:25 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 - 2:15 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 5 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*.

### **6.3 Expectations from Pupils**

Pupils are expected:

- (i) to be present in-person for the duration of each School day;
- (ii) to arrive on time and attend all timetabled lessons;
- (iii) not to leave a lesson or the School site without permission or otherwise in accordance with School rules;
- (iv) 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 her replacement) or any member of the *vie scolaire* staff.

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

### **6.4 Class attendance**

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

In the Secondary School, the *Vie Scolaire* (Pastoral Team) and teachers are responsible for recording attendance at the beginning of each lesson and reporting attendance directly to the Head of Pastoral Care.

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 codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. The codes are described in [Annex B](#) below.

Registers are opened for 15 minutes from the start of morning and afternoon classes. Please see below (clause 7.) for lateness.

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

Pupils who are absent from the School and receiving remote education still need to be recorded as absent using the most appropriate absence code.

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

- Ascertain the reason for the absence;
- 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. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.
- The register must say whether or not the absence has been authorised by the School.

#### **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. 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 her replacement) or the Deputy Headteacher (Ms Lacassagne) to resolve the problem. Parents are invited to discuss with them at any time if they have a problem getting their child to school on time.

For recurring lateness (exceeding 8 instances in a term, even if justified), the school may implement disciplinary measures. These could include requiring the child to stay an additional 30 minutes after school for lateness under 15 minutes and up to an hour for lateness exceeding 15 minutes.

## **8. Absence**

Every half-day absence from school must be classified by the School (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

### **8.1 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 School will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Absence may generally be authorised for the following reasons:

- 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.
- Medical (incl. 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.
- 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.

## 8.2 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 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.

If an absence is recorded as unauthorised the school may refer this to the Local Authority's Attendance and Children Out of School. The Local Authority can use various sanctions to promote regular attendance such as initiating court proceedings. (Further information below)

Holidays: The School applies the current [Government's guidance](#) on the reporting of absences for holidays taken during term time to the local authority. The Headteacher will not approve of holidays taken by pupils during term time (except for exceptional circumstances) 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.

Participation in Physical Education (PE) classes is mandatory.

- If your child is unable to participate in PE due to a minor injury or health issue that does not prevent them from walking, they must still be present and attend the class. Your child can be involved in other roles that are an integral part of the learning and curriculum. For example: referee, coach, timekeeper, scorekeeper.
- If absent, the absence will be recorded as unjustified in Pronote.  
In the case of repeated absences of this type, a medical certificate or medical file must be provided.
- If your child is unable to participate in PE due to a major injury or health issue, a medical certificate from a healthcare professional will be required. This must explain the issue, the duration of the exemption, and include any recommendations or advice regarding physical activity (e.g. no intense physical activity for 2 weeks, no running, light exercise only, upper body use only, etc.).

In both cases mentioned above, we ask parents/guardians to send an email to the following recipients:

- The PE teacher
- The class teachers (primary) and [info@cfbl.org.uk](mailto:info@cfbl.org.uk)
- Vie Scolaire for secondary students ([viescolaire@cfbl.org.uk](mailto:viescolaire@cfbl.org.uk))
- The school nurse ([nurse@cfbl.org.uk](mailto:nurse@cfbl.org.uk))

## 8.3 Persistent and Severely Absent pupils (PA and SA)

A pupil is 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 and we need parent's fullest support and cooperation to tackle this.

We monitor all absences thoroughly. Any case that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, is given priority and Parents of the child will be informed of this immediately.

PA and SA pupils are tracked and monitored carefully through our pastoral support system. Academic mentoring is offered where absence affects attainment. All our PA and SA pupils and their parents/carers are subject to an action plan and the plan may include allocation of additional support through the Pastoral Team and individual incentive programmes.

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 or the School Nurse to contact their GP or other medical professionals for advice.

We will use our attendance data to identify patterns of poor attendance at both individual level and for different groups within the school population. Once concerns have been identified we 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.

#### **8.4 Absence Procedures**

##### **If your child is absent, you MUST:**

- Contact the School 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](mailto:info@cfbl.org.uk)
  - For the Secondary School: [viescolaire@cfbl.org.uk](mailto:viescolaire@cfbl.org.uk)
- You need to call at least every second day thereafter to advise the School 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 the School. Alternatively, you can call into School and report to reception, who may arrange for a member of staff to speak with you.

##### **If your child is absent, the School will:**

- Telephone, text or email you on the first day of absence if the School has not heard from you;
- Invite you in to discuss the situation with our Vie Scolaire Team and/or Head of Pastoral Care, if absences persist;
- Discuss with you what good attendance looks like and the link between attendance and attainment and wider wellbeing;

The School may consult with the School Attendance Officer if your child's attendance falls below 95% and at least 10% or more of the absences are unauthorised.

Please see the School's escalation table attached as Annex A and suggested roles and responsibilities

## 8.5 Exceptional Leave in Term Time

Working together to improve school attendance states “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.” Parents should therefore 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.

All applications for a leave of absence must be made in advance to the Deputy Head relevant for the child and will only be considered if there are exceptional circumstances. The relevant Deputy Head will consider the circumstances of each application individually, including any previous pattern of leave in term time. The relevant Deputy Head will be the final arbiter as to the authorisation of any leave.

## 9. Key Roles

### 9.1 The School Attendance Officer (SAO) is in charge of:

- Monitoring and analysing attendance data;
- Ensuring that attendance data is accurate and up to date;
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to School staff and reporting concerns about attendance to the Headteacher;
- Collaborating with School staff e.g., pastoral team (vie scolaire)/SENCo to tackle persistent absence and to follow up absences.

The SAO is 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.

At CFBL the SAO is the Head of Pastoral Care (CPE).

### 9.2 The attendance leads / senior leaders work with the Headteacher to devise a working attendance policy, reviewed at regular intervals, and based on school attendance data.

They:

- Monitor weekly attendance patterns and trends and identify whole School strategies and support for children who are missing School;
- Evaluate effectiveness of interventions and their impact on attendance levels;
- Keep 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;
- Where there is a lack of engagement, hold more formal conversations with Parents and raise the issue of the potential need for legal intervention.

### 9.3 Teachers and vie scolaire team members

Class teachers / vie scolaire team members are responsible for keeping an attendance register as set out above. This is a legal document, which must be completed accurately.

They ensure that information about absences is passed on to the Head of Pastoral Care.

Absences are coded according to the information received from the parent of the child.

Where it is not possible to access the attendance management system manual registers should be returned to the Head of Pastoral Care by the above times.

Teachers and members of the Vie Scolaire are encouraged to highlight any emerging patterns of absence and lateness or any alarming changes in this area. 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. This can sometimes then be referred to the LA if a legal action is being sought.

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

They welcome back pupils after an absence using positive language.

Additional responsibilities of pastoral support staff: Pastoral support staff also:

- Monitor and track the caseload of students;
- Keep 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;
- Follow up non-school attendance issues in line with this Policy .

#### **9.4 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.

#### **9.5 The Headteacher**

The Headteacher is responsible for the implementation of this policy.

The Headteacher will consider every request for leave on its individual merits. Ultimately the Headteacher will be the final arbiter of the authorisation of any leave.

#### **9.6 The Safeguarding Committee & the Board of Governors**

The Safeguarding committee, which includes two governors, will:

- Regularly review attendance data at committee meetings. 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.
- Defines goals or areas of focus for attendance and provide support and challenge around delivery against those focus areas.

Reports and statistics and initiatives to improve school attendance will be shared with the Board of governors and included in the safeguarding committee's annual report.

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.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- Ensures School staff receive adequate training on attendance.
- Holds the Headteacher to account for the implementation of this policy.
- Will attend Targeted Support Meeting where appropriate.

## 9.7 Parents

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

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.

Children Missing from Education: Parents should also note that if they move and their whereabouts are unknown to the School, the School can legally remove their child from the roll after 20 school days of unauthorised absence. It is vital that you keep school informed of any change of details and regularly update them if details change. If you do not do this and the School is unable to trace your child, this would be treated as a safeguarding matter.

## 10. Legal sanctions and actions

The School will make every attempt to contact the Parent by telephone and in writing. In the first instance we would invite them to discuss the problem unless the absence relates to leave in term time without permission.

Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education. A referral may be made to the LA under the following circumstances:

- 10 days of continuous unauthorised absence (including holiday taken without permission) within a rolling ten school week period,
- 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.

### **11. What happens after a long absence?**

The school is sensitive to the needs and circumstances of pupils returning after significant periods of absence and will support the smooth reintegration of pupils both academically and socially. In such circumstances the school will work with Parents and pupils towards an agreed reintegration plan which may include opportunities for counselling and feedback, peer support and mentoring, along with an agreed review period.

### **12. Concerns and complaints**

Any concerns, or complaints regarding this Policy can be addressed to the School in accordance with the School's complaint policy available on its website.

If any parents wish to work with the school in partnership to promote and implement good school attendance practice this is encouraged and applauded. If a parent believes the school can support or assist them in their child's school attendance, we would be happy to accommodate this. Alternatively, Parents and pupils may wish to contact the Attendance and Children Out of School directly to ask for help or information. They are independent of the School and will give impartial advice. Their telephone number is 0207 974 1653 or you can email [acos@camden.gov.uk](mailto:acos@camden.gov.uk)

### **13. Related policies**

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)

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Last review by the management, attendance leads and safeguarding trustees: July 2025

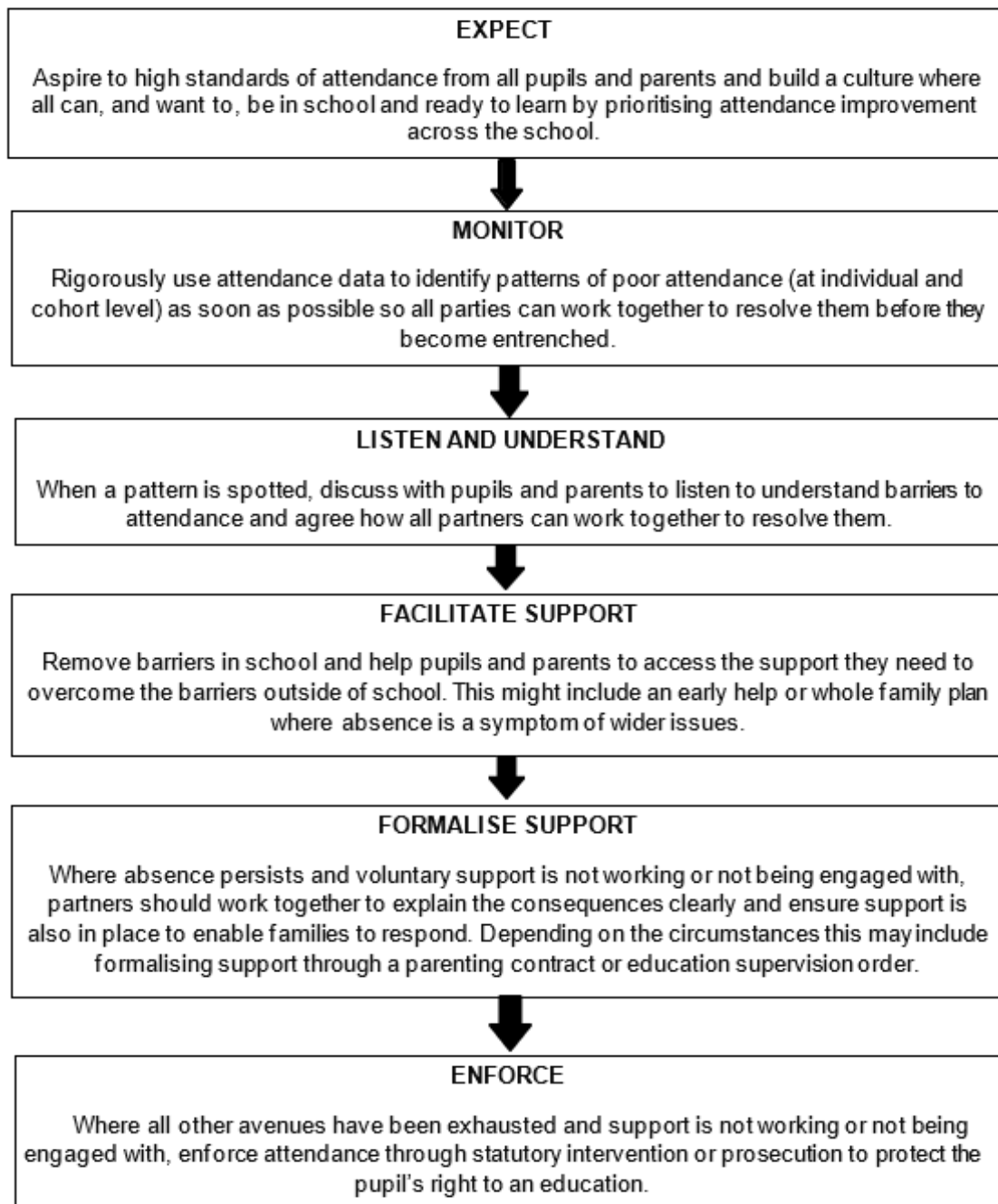
## Annex A - Absence escalation percentage table

Percentage	Responsibility	Action
94% - 96%	School Action: Attendance Lead / Attendance Officer	Review attendance – consider is absence authorised (is it one period of absence of several individual days - look for patterns) If authorised may decide to monitor. If unauthorised – write to parents advising them of attendance level and of concerns / expectations and possible next actions.
91% - 94%	School Action	Review attendance – consider if authorised – is evidence being provided. Meeting with parents.
90% or below	School Action	Review attendance – consider if absence is authorised – review reason and pattern. If child has a medical condition is a referral to Medical Needs Service appropriate. If they are subject to CP plan or other safeguarding concerns raised, then discuss with Designated Safeguarding Lead / allocated Social Worker. If low attendance is authorised due to exclusions have all inclusion options been considered.
		At less than 90% attendance a child is a Persistent Absent and absence requires further investigation and possible statutory intervention depending on reason for absence. Long term illness should have been referred to the Medical Needs Team; exclusions to School Inclusion Service.
50% or below	School Action + LA where appropriate.	At less than 50% attendance a child is a Severely Absent and absence requires urgent further investigation and possible statutory intervention depending on reason for absence. Long term illness should have been referred to the Medical Needs Team; exclusions to School Inclusion Team.

Schools must notify the Local Authority of children who are absent for 10 consecutive days without authorisation. Email [acos@camden.gov.uk](mailto:acos@camden.gov.uk)

## Annex B - Working together to improve attendance: government strategy

The school and all partners will work together to:



## Annex C - Attendance Codes

<b>Attending the School</b>	Relevant regulation 10(2) Table 1	<b>Code / \:</b>  <b>Present at the school / = morning session \ = afternoon session</b>	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.
		<b>Code L:</b>  <b>Late arrival before the register is closed</b>	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.
<b>Attending a place other than the school</b>	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</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.

			<p>provision (regulation 10(5)), examples are:</p> <ul style="list-style-type: none"> <li>• attending courses at college;</li> <li>• attending unregistered alternative provision.</li> </ul> <p>295.</p>	
		<p><b>Code V:</b></p> <p><b>Attending an educational visit or trip</b></p>	<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>
		<p><b>Code P:</b></p> <p><b>Participating in a sporting activity</b></p>	<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"> <li>• 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;</li> <li>• the activity is of an educational nature;</li> </ul>

				<ul style="list-style-type: none"> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• 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. Supervision means the pupil is physically supervised by someone who meets this definition.</li> </ul> <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:</p> <p>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</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"> <li>• 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</li> </ul>

			session for which it is recorded.	<p>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, 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 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:</p> <p>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</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"> <li>• the place is somewhere other than the school,</li> </ul>

			<p>must take place during the session for which it is recorded.</p>	<p>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;</p> <ul style="list-style-type: none"> <li>• the activity is of an educational nature;</li> <li>• the school has approved the pupil's attendance at the place for the activity; and</li> <li>• 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.</li> </ul> <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"> <li>• attending transition days at other schools;</li> <li>• attending courses at college;</li> <li>• attending unregistered alternative provision arranged by the school.</li> </ul> <p>Schools have responsibilities for the safeguarding and</p>
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				<p>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 pupil's absence using the relevant absence code.</p>
Absent - leave of absence	Relevant regulation 10(4) Table 3	<p><b>Code C1:</b></p> <p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p>	<p>In general, all schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.</p>	<p>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>
		<p><b>Code M:</b></p> <p><b>Leave of absence for the purpose of attending a medical or dental appointment</b></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</p>	<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>

			question, no absence needs be recorded for that session.	
		Code J1:  Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	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		
		<b>Code X:</b>  <b>Non-compulsory school age pupil not required to attend school</b>	Only applies when there is a leave.	<b>Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X</b>
		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

				<p>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.</p>
		<p><b>Code D:</b></p> <p>Dual registered at another school</p>	<p>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.</p> <p>This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.</p>	<p>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.</p> <p>Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.</p>
		<p><b>Code C:</b></p> <p><b>Leave of absence for exceptional circumstance</b></p>	<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>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p>

			Pregnant pupils - Leave for maternity is treated like any other leave of absence in exceptional circumstances.	
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 school where their parent(s) is travelling and be dual registered at that school and their main school.</p>
		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.

		<b>Code I:</b>  <b>Illness (not medical or dental appointment)</b>	<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>	<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.</p>
		<b>Code E:</b>  <b>Suspended or permanently excluded</b>	<p>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.</p>	<p>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).</p>

Absent - unable to attend school because of unavoidable cause	Relevant regulation 10(4) Table 3	<p>Code Q:</p> <p>Unable to attend the school because of a lack of access arrangements</p>	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.	
		<p>Code Y1:</p> <p>Unable to attend due to transport normally provided not being available</p>	When transport to and from the school that is normally provided for the pupil by the school or local authority is not available	
		<p><b>Code Y2:</b></p> <p><b>Unable to attend due to widespread disruption to travel</b></p>	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	
		<p>Code Y3:</p> <p>Unable to attend due to part of the school premises being closed</p>	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)	<p><b>Code Y4:</b></p> <p><b>Unable to attend due to the whole school site being unexpectedly closed</b></p>	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	This code may not be used for any planned closure such as weekends or holidays.

			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.	
	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"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention.</li> </ul>	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:	The unavoidable cause must be something that affects the pupil, not the parent.

			<ul style="list-style-type: none"> <li>• Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated)</li> <li>• <b>Court attendance (where the pupil is legally required to attend Court)</b></li> </ul>	
Absent - unauthorised absence		<b>Code G:</b>  <b>Holiday not granted by the school</b>	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
		<b>Code N:</b>  <b>Reason for absence not yet established</b>	<p>Schools must follow up all unexplained and unexpected absence in a timely manner.</p> <p>When the reason for absence has not yet been established before 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>	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>Code O:</p> <p>Absent in other or unknown circumstances</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.	
	Relevant regulation 10(7) and (8)	<p><b>Code U:</b></p> <p><b>Arrived in school after registration closed</b></p>	Where a pupil has arrived late after the register has closed but before the end of session.	<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>
Administrative codes		<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</p>	

			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.	
		Code #:  Planned whole school closure	<p>Eg -</p> <ul style="list-style-type: none"> <li>• days between terms;</li> <li>• half terms;</li> <li>• occasional days (for example, bank holidays);</li> <li>• weekends (where it is required by the management information system);</li> <li>• up to 5 non-educational days; and</li> <li>• use of the whole school as a polling station.</li> </ul>	

## Condensed version for parents

### Attendance Policy Summary (Please see our full policy)

CFBL School aims to provide a conducive environment for education

- Regular attendance is crucial for effective learning, student achievement, well-being, and development. High attendance correlates with better academic outcomes.
- Our attendance target is 100% for all pupils.

### Safeguarding and Support Services:

- Attendance is integral to safeguarding children.
- Emergency contact information must be kept up-to-date to prevent loss of school place.

### Absence Procedures:

- Absences are classified as authorised or unauthorised.
- Schools will closely monitor any pupil with below 90% or 50% attendance.
- Parents must inform the school of absences promptly.
- Unexplained absences prompt communication from the school.
- Procedures are in place to address persistent lateness.

### Exceptional Leave in Term Time:

- School term dates are published in advance on the school website
- Requests for leave during term time are discouraged.
- Unauthorised leave may result in court prosecution.

### Legal Sanctions

- Legal interventions including referrals to Local Authority may be pursued for unauthorised absences.

### Help & Support:

- The school collaborates with students and parents to address attendance barriers. Parents are encouraged to seek help from the school for attendance issues. We may work with other agencies to offer support to improve attendance.
- Regular updates on attendance targets and progress are provided.