

## **Attendance and Absence Policy**

### **Collège Français Bilingue de Londres (The "School")**

#### **Introduction**

Parents have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16 year olds) 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. New legislation requires all young people to stay in a designated learning environment until the age of 18.

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

If the Headteacher is concerned about continuous non-attendance, he is 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. Pupil registration**

The Headteacher is required to maintain two registers:

- an admission register (also known as the School roll and which contains a list of all the pupils registered at the School); and
- an attendance register (which records pupils' attendance)

#### **2. The Attendance Register**

The Register contains the personal details of every pupil in the School including the date of admission, information regarding parents (or carers) and details of the school last attended (if applicable).

The Headteacher is required to ensure that an attendance register for all pupils on the School roll is taken twice a day: once at the start of the morning session and once during the afternoon session. For each pupil, the register must be marked either as present, engaged in an approved educational activity away from the School site or absent or unable to attend due to exceptional circumstances. If the pupil is absent, the register must say whether or not the absence has been authorised by the 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 (Ms Le Petit) is responsible for recording attendance. Both the classroom teachers and the Responsable de Vie Scolaire report directly to the Deputy to the Head.

### 3. 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 a 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. [New guidance](#) was issued by the DfE on schools sharing of information with the local authority in September 2016 (please 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 away of avoiding excluding a pupil or because the pupil has a poor attendance record.

### 4. Authorised and unauthorised absences

4.1 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, you must notify the School in writing as soon as possible: for this purpose you must email:

- For the primary section: [info@cfbl.org.uk](mailto:info@cfbl.org.uk)
- For the secondary section: [viescolaire@cfbl.org.uk](mailto:viescolaire@cfbl.org.uk) or sign the relevant absence slip in the cahier de correspondance giving the reason for your child's absence.

4.2 It is the School which decides whether 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.

#### 4.3 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 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.

#### 4.4 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.

### 5. Lateness

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

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

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## 6. School Policy

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 contact the parents for an explanation within 48 hours of the first day's absence.

The Responsible de Vie Scolaire or the Deputy to the Head will contact the parents of a child whose records show regular unauthorised attendance to resolve the problem.

## 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 absence will be noted in the pupil's records.

## 6. 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.

### 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

This policy was last reviewed in Jan 2018

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