

**Collège Français Bilingue de Londres**  
**("CFBL" or the "School")**

**Attendance and Absence Policy**

(Last review 21 September 2020)

## **Introduction**

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, 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. 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**

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. In the primary section, the class teachers keep an electronic attendance register for their class. In the secondary section, the *Responsable de Vie Scolaire* is 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 as Code X).

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.

### **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, you 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) or sign the relevant absence slip in the *cahier de correspondance* giving the reason for your child's absence.**

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 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, for the school year 2020 to 2021, the School will record as 'Not attending in circumstances relating to coronavirus (COVID 19)' (known as Code X) sessions where the pupil's travel to or presence at School would conflict with:

- Guidance relating to the incidence or transmission of coronavirus (COVID 19) from Public Health England or the Department of Health and Social Care, or
- Any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID 19).

This new 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. [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 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.

## **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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This policy is reviewed annually.

Last approval by the board of governors: 21 September 2020

## 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-2020-to-2021-academic-year>

#### Attendance expectations

From the start of the autumn term 2020 pupil attendance is mandatory and the usual rules on attendance will apply. However there will be circumstances 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 coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)<sup>3</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

#### Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply (in line with current legislation, and current guidance from PHE and DHSC):

1. Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19).

See <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

⇒ Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), 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 will be recorded as absent for illness, as would usually be the case.

'not attending in circumstances related to coronavirus (COVID-19)' - code X should only be used up until the time of the negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone.

Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

⇒ If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school.

Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms.

Code X should be used during this period.

In all cases of self-isolation, the School asks parents to inform them immediately about the outcome of a test.

2. Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

See - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious.

Code X should be used for these pupils during this period.

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

See - <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

Families should 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, code X should be used in the register.

4. Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

See - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If in future, rates of the disease rise in local areas, children on the shielding list (or family members on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be able to share with the school.

Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

#### 5. Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. The School will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown.

Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

#### **Remote education**

If a pupil is not attending School due to circumstances related to coronavirus (COVID-19), the School will offer them access to remote education on Pronote and Google Classroom.