

## ATTENDANCE POLICY

Good teachers and the best curriculum are of little consequence if students do not attend school on a regular basis. Time lost from the classroom is essentially irretrievable. Establishing good attendance habits early will better equip young people toward being productive members of society. École Jeannine Manuel (the “School”) considers that classroom attendance is an integral part of pupils’ course of study.

### SCHOOL ATTENDANCE AND THE LAW

This policy follows the Working Together To Improve School Attendance (2024) statutory guidance.

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes, the current version of which can be found in School Attendance (Pupil Registration) (England) Regulations 2024.

Regular student attendance is expected.

This policy also applies to the EYFS.

### SCHOOL ATTENDANCE PROCEDURES

1. Teachers are responsible for registering attendance twice a day in Primary and at the beginning of each lesson in Secondary on the School’s students’ information system.
  - a. Our attendance register will record pupil attendance and absences using codes from the School Attendance (Pupil Registration) (England) Regulations 2024.
  - b. We will also record, for pupils of compulsory school age, whether any absence is authorised or not.

2. Parents/carers should assist the School in maintaining records, by providing the School with multiple emergency contacts for the child, and keeping the School updated of any changes.
3. In case of unexpected absence, parents should contact the School by email or telephone as soon as possible and no later than 8:30 am on the first day of absence. If the parents have not contacted the School, the School secretary will contact parent/carer for each absence by telephone or email.
4. If no response is received, and the attendance is left unexplained, a member of school staff may be sent to the family home, at the discretion of the Head of School. If there is still no response, and the Head deems it necessary, the police may be contacted.
5. A doctor's note may be requested for contagious illnesses, accidents, and extended or frequent school absences of a medical nature.
6. The School treats absences due to religious observance as authorised but must be notified in advance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.
7. Under unusual and exceptional circumstances, the Head of Primary or Secondary, or relevant Assistant Head may grant a leave of absence. An application must be made in advance and discussed with the Head of Primary or Secondary, or Assistant Head. All such requests should be received as early as possible, but no later than a week before the pupil is due to be absent in cases where the absence is foreseeable. Note that for safety reasons, half-day absences on the last day of any school term will never be authorised.
8. For logistical and safety reasons, Primary and Middle School students will not be authorised to leave or return to school during their lunch period. If parents need to collect children at such a time, for example to attend a medical appointment, they will do so at the start or end of the lunch period.
9. Medical appointments should be made outside of school hours where possible.
10. Unauthorised absences may lead to the School denying enrolment of the child the following school year.

11. The School will inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 days or more.
12. The School will also inform the Local Authority when a pupil's name is to be deleted from the admission register under any grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended. This applies if a pupil moves at an inappropriate time during the school year, for example mid-term and not at a recognised time.
13. The School monitors and analyses attendance data to identify any potential underlying issues and improve attendance.

## **SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL**

The reasons for which a student is persistently absent are complex and often unique. We will work with parents and where possible, students themselves, to support students who are absent or returning to school following a period of mental or physical ill health, or who are returning after a lengthy period of absence.

## **INFORMATION SHARING**

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

## **PUNCTUALITY**

It is important to be on time as the first few minutes of the school day are often used to give out instructions. If your child misses this short but vital session, their whole day might be affected. Late arrivals are disrespectful to the teachers, disruptive to the class and affect your child's well being. We take the view there are no late children, only late parents.

Class starting at 8:30, pupils should be at school no later than 8:25. All children arriving after 8:25 should present themselves at the school's reception.