

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. Jeannine Manuel School (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, also included in Annex A for information.
 - b. We will also record, for pupils of compulsory school age, whether any absence is authorised or not.

- c. Our attendance register will be kept electronically. Records will be kept for a minimum of three years and in line with data protection regulations.
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.
 - a. The School Secretaries can be contacted by phone or by email as follows:
 - i. Primary School (Nursery – Year 6): primary@jmanuel.uk.net / 0203 829 5975
 - ii. Middle School (Year 7 – Year 10): middleschool@jmanuel.uk.net / 0203 829 5970
 - iii. Upper School (Year 11 – Year 13): upperschool@jmanuel.uk.net / 023 687 2330
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, in writing, 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 and any absence will therefore be for a full day.

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 student has been absent due to illness for more than 15 days (consecutive or cumulative) in a single school year.
13. 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.
14. The School monitors and analyses attendance data to identify any potential underlying issues.
 - a. The School expects high attendance from all its students.
 - b. If we consider that a student's attendance is a concern, the student will be monitored and the family may be offered extra support or intervention.
 - c. If a student has missed or will likely miss 10% or more of school, they will be considered to be persistently absent, and the School will inform the Local Authority and work with them to put in place additional targeted support.
 - d. If a student misses 50% or more of school, they will be considered to be severely absent. All educational partners will work together to support these students, and

we may consider measures such as EHC plans or whether alternative forms of educational provision may be necessary to transition back to better 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. Special attention will also be paid to student who may have special needs.

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.

Students who are late (Code L) more than 3 times in a half-term will be offered additional support.

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.

Note that the attendance register will be open for a period of 30 minutes. As per government guidance, students arriving later than that will be marked as absent (unauthorised) for statistical purposes (Code U).

This policy will be reviewed annually and in line with statutory guidance.

Annex A

1. Attending the School

Code	Description	Notes
/	Present (AM)	Pupil is present in the morning session
\	Present (PM)	Pupil is present in the afternoon session
L	Late (before registers closed)	Pupil is late but present

2. Attending a Place Other Than the School

Code	Description	Notes
B	Educated off-site (not dual reg)	At another approved educational activity
D	Dual registered (at another school)	Attending another school where also registered
J	Interview	At an interview with a prospective employer/college
P	Sporting activity	Approved sporting activity off-site
V	Educational visit or trip	Approved school trip or visit
W	Work experience	On approved work experience

These are all considered present for attendance purposes.

3. Authorised Absence

Code	Description	Notes
C	Other authorised circumstances	E.g. family emergencies, non-medical appointments
E	Excluded (no alternative provision)	Official exclusion period
H	Family holiday (agreed)	Holiday approved by school
I	Illness (not medical appointment)	Genuine illness
M	Medical/dental appointment	Attending medical or dental appointment
R	Religious observance	Celebrating a religious event
S	Study leave	For public examinations
T	Traveller absence	For Traveller pupils on agreed travelling

4. Unauthorised Absence

Code	Description	Notes
G	Family holiday (not agreed/extended)	Holiday not approved or taken longer than agreed
N	Reason for absence not yet provided	Unauthorised until reason is given
O	Unauthorised absence	No reason, or reason not accepted
U	Late (after registers closed)	Arrived after registers closed (unauthorised)