FHS
Francis Holland Schools

Attendance Policy

This policy applies to:
Francis Holland Regents Park   Francis Holland Sloane Square   Francis Holland Prep
Where there are differences between the schools these have been clearly highlighted.

Policy owner	RP: Deputy Head Pastoral SSq: Senior Deputy Head Pastoral Prep: Senior Deputy Head and DSL
Type of policy	Regulatory - N/A Legislation – The Education Act 1996; The Education Act 2002; The Education & Inspections Act 2006; The Education (Pupil Registration) (England) Regulations 2006; Legislation as amended. Demonstrate that a framework is in place to monitor attendance of pupils.
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Linked Policies	Safeguarding & Child Protection Policy Behaviour & Sanctions Policy

Revision History This section should be completed by the reviewer each time this policy is reviewed	
Changes made [Brief description of edits]	Date
Complete review and revamp of policy	Autumn 2022

ATTENDANCE POLICY

1. AIMS

Francis Holland Schools (FHS) are committed to meeting our obligations with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and reducing absence, including persistent absence;
- Ensuring every pupil has access to full-time education to which they are entitled;
- Acting early to address patterns of absence.

The Schools will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. ROLES AND RESPONSIBILITIES

3.1 THE GOVERNING COUNCIL

The Governing Council is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteachers to account for the implementation of this policy.

3.2 THE HEADS

The Head of each school are responsible for:

- Implementation of this policy at the school;
- Monitoring school-level absence data and reporting it to governors;
- Supporting staff with monitoring the attendance of individual pupils.

3.3 THE DESIGNATED SENIOR LEADER (DEPUTY HEAD PASTORAL) IS RESPONSIBLE FOR:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Oversees, in conjunction with the pastoral team, calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence

The designated senior leader responsible for attendance is Deputy Head Pastoral at Regent's Park, Senior Deputy Head at Sloane Square and Senior Deputy Head & DSL at the Prep School and can all be contacted via email as follows: Colette.Mahieu@fhs-nw1.org.uk , sarah.pittaway@fhs-sw1.org.uk and caroline.smith@francishollandprep.org.uk .

3.4 THE ATTENDANCE OFFICER (SCHOOL OFFICE)

School Office staff are expected to take calls from parents about absence on a day-to-day basis and record it on the school system. They will also transfer calls from parents to the Head of Year in order to provide them with more detailed support on attendance.

The school attendance officer is responsible for:

- Monitoring and analysing attendance data;

- Benchmarking attendance data to identify areas of focus for improvement;

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.

The attendance officer role is provided by each school office and can be contacted via email:
- Regent's Park Senior School: absence@fhs-nw1.org.uk
- Sloane Square Senior School: office@fhs-sw1.org.uk
- Prep School: office@francishollandprep.org.uk

3.5 FORM TUTORS

Form Tutors are responsible for recording attendance daily, electronically, using the correct codes, and submitting this information to the school office.

3.6 PARENTS/CARERS

Parents/carers are expected to:
- Make sure their child attends every day on time;
- Call the school to report their child's absence before 08:00 on the day of the absence and each subsequent day of absence, and advise when they are expected to return;
- Provide the school with more than 1 emergency contact number for their child;
- Ensure that, where possible, appointments for their child are made outside of the school day.

3.7 PUPILS

Pupils are expected to:
- Attend school every day on time;
- Senior students must attend every timetabled session on time.

4. RECORDING ATTENDANCE

4.1 ATTENDANCE REGISTER

The Schools will keep an attendance register and place all pupils onto this register.
The School will take an attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
- Present;
- Attending an approved off-site educational activity;
- Absent;
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:
- The original entry;
- The amended entry;
- The reason for the amendment;
- The date on which the amendment was made;
- The name and position of the person who made the amendment.

See appendix 1 for the attendance codes.
The School will also record:
- For pupils of compulsory school age, whether the absence is authorised or not;
- The nature of the activity if a pupil is attending an approved educational activity;
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

The School will keep every entry on the attendance register for 3 years after the date on which the entry was made.

4.2 REGISTRATION TIMES
- **SLOANE SQUARE**

  The register for the first session will be taken at 08:20 and will be kept open until 08:55.

  The register for the second session will be taken at 14:10 and will be kept open until 14:40.
- **REGENT'S PARK**

  The register for the first session will be taken at 08:25 and will be kept open until 08:35.

  The register for the second session will be taken at 14:05 and will be kept open until 14:20.
- **PREP SCHOOL**

The register for the first session will be taken at 08:25 and will be kept open until 08:40.

The register for the second session will be taken at 13:15 and will be kept open until 13:30.

4.3 UNPLANNED ABSENCE

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 08:00 or as soon as practically possible.

The School will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The School will not ask for medical evidence unnecessarily.

If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.4 PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the School in advance of the appointment. However, The Schools encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to Section 5 to find out which term-time absences the school can authorise.

4.5 LATENESS AND PUNCTUALITY

A pupil who arrives late:
- Before the register has closed will be marked as late, using the appropriate code;
- After the register has closed will be marked as absent, using the appropriate code;
- Pupils who are persistently late are reported to the Deputy Head Pastoral at Regent's Park, Senior Deputy Head Pastoral at Sloane Square and Senior Deputy Head & DSL at The Prep School who will ask the appropriate member of staff to follow up.

4.6 FOLLOWING UP ABSENCE

Where any child the School expects to attend school does not attend, or stops attending, the school will:
- Follow up on their absence with their parent/carer to ascertain the reason, which is done via the main school office. If the school cannot reach any of the pupil's emergency contacts, the school may make a home visit or call the police for a welfare check;
- Identify whether the absence is approved or not;
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session;
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.7 REPORTING TO PARENTS/CARERS

The school will regularly inform parents about their child's attendance and absence levels via regular written reports.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 APPROVAL FOR TERM-TIME ABSENCE

The Heads will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head's discretion and any requests for these must be made in writing.

The Schools consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:
- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail);
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;

- Study leave (usually for pupils in Years 11 and 13, but occasionally to pupils in other year groups as authorised by the Deputy Head).

6. STRATEGIES FOR PROMOTING ATTENDANCE

Good attendance and punctuality (as well as significant improvements) are regularly celebrated by Form Tutors and Heads of Year.

7. ATTENDANCE

7.1 MONITORING

The Schools will:
- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level;
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

7.2 ANALYSING ATTENDANCE

The Schools will:
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 USING DATA TO IMPROVE ATTENDANCE

The Schools will:
- Provide regular attendance reports to Heads of Year to facilitate discussions with pupils and families;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 REDUCING PERSISTANT AND SEVERE ABSENCE

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:
- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Provide access to wider support services to remove the barriers to attendance.

8. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Senior Leadership Teams. At every review, the policy will be approved Safeguarding Sub Committee on behalf of the full governing body.

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed