



## ATTENDANCE AND PUNCTUALITY POLICY

TITLE	NAME OF STAFF MEMBER
HEAD TEACHER and Attendance Champion	Lucas Motion
SCHOOL OFFICE MANAGER	Louise Kavanagh

### **INTRODUCTION**

At Faraday School we view your child's education as a partnership between the family and the school. We are committed to ensuring that the children in our care achieve their potential both socially and academically and look to parents/guardians to support this objective by ensuring that their child has a high level of attendance and arrives punctually.

The Head teacher has overall responsibility for championing and improving attendance at the school.

This policy applies to the whole school including the Early Years Foundation Stage (EYFS)

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;

- EYFS *statutory framework for group and school-based providers* (DfE, January 2024);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010;
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

and this policy also has regard to the following guidance and advice

- [Working together to improve school attendance](#) (DfE, August 2024);
- [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
- [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
- [Is my child too ill for school?' guidance](#) (NHS, April 2024);
- [Keeping children safe in education](#) (DfE, September 2024);
- [Children missing education](#) (DfE, August 2024);
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
- [Behaviour in schools: advice for headteachers and school staff](#) (DfE February 2024)

This policy aims to

- Outline the school responsibilities regarding attendance, including when the school must report attendance issues to the Local Authority
- Outline the parents' responsibilities
- Set out our expectations for attendance
- Promote high levels of punctuality
- Reduce the number of authorised absences

## **THE SCHOOL'S RESPONSIBILITIES**

The School maintains an Admissions Register, using its management information system. The School's admission register, contains specific personal details of every pupil in the School along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the school last attended. The School ensures this is accurate and personal details are kept up to date. Where there are changes affecting the child (including a change of address or school), these will be

reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

The School will monitor attendance and punctuality by taking an electronic attendance register. This attendance register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion we will record whether each registered pupil is physically present in school or if not the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Registers are legal records. The School will preserve every entry in the attendance or admission register for 6 years from the date of entry.

In the case of a child's unexplained absence, the School Office Manager will follow up with parents on the same day, if no explanation is received, an absence will be marked as unauthorised.

The School will provide a calm, orderly, safe and supportive environment where pupils want to be and are keen and ready to learn.

Staff concerns about absence and /or punctuality are reported to the senior leadership team.

The School recognises that children absent from education particularly on repeat occasions and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues. The School's response to persistently absent pupils supports identifying such abuse and helps prevent the risk of them becoming a child missing education in the future.

The school will report on attendance and lateness to staff and parents.

The Head teacher as the Attendance Champion for the school will monitor the implementation of this policy.

The Head teacher will review attendance data to identify patterns and trends with the Board Level Lead for Safeguarding during their termly safeguarding oversight visit.

### **If a child fails to attend on their first day of school**

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Head Teacher who is also the Designated Safeguarding Lead (DSL) without delay. The Head Teacher/ DSL will ensure that the parents/guardians are contacted to ascertain the child's whereabouts and then will consider notifying the local authority at the earliest opportunity.

**The school is required to report to the local authority** certain attendance issues, specifically:

- The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent (other than for reasons of sickness or authorised leave of absence) for a continuous period of **ten school days** or more without permission
- Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9 (1)(h) or (i) of the School Attendance (Pupil Registrations) (England) Regulations 2024 to try and find out where the pupil is.
- Where a pupil has been continuously absent without authorisation for a period of not less than **twenty school days** (and there are no reasonable grounds to believe the child is unwell or unable to attend because of any unavoidable cause) and the School and local authority have failed following reasonable enquiry to ascertain where the pupil is or the name of their next school is unknown, the School may delete the child's name from the Admissions register. The School will inform the Local Authority of such a deletion no later than the time at which the pupil's name is deleted from the register.
- In addition the School recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise are at risk of harm.
- Notify the Local Authority within **5 school days** about every non-standard joiner and leaver i.e. of any pupil who joins the School not at Reception and leaves the School not at the end of Year 6.

### **Additional needs**

The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage in comparison with pupils without a disability in relation to school attendance

Where a pupil has an education health care plan the school will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

### **PARENTS' RESPONSIBILITIES**

Parents have a legal duty to ensure that their child attends school regularly, at the school at which they are registered.

Children must attend every day that the school is open (unless they are ill or permission has been granted in advance.)

Children should arrive between 8.30-8.40am, prior to the morning register being taken at 8.45am, any arrival after 8.45am will be marked as late.

If unavoidably delayed due to unforeseen circumstances contact the school office to give an estimated arrival time.

In case of a child's illness, contact the school office as soon as possible, either by phone or email, otherwise an absence will be marked as unauthorised.

Make arrangements for routine doctor and dental appointments to take place out of school time. If it is unavoidable, requests for such absences must be made in writing as soon as possible and **at least 3 days** in advance.

Advise the school in a timely manner of any changes to the contact details and pupil address information.

### **ATTENDANCE EXPECTATIONS**

Children's attendance should be above 95% and we aspire for every child in school to reach this target. We will monitor attendance and punctuality via our management information system.

Our expectations for attendance are:

- 95-100% expected
- 90-95% emerging cause for concern
- Below 90% but above 85% a cause for concern
- Below 85% a serious cause for concern

Where attendance or punctuality is a concern, the school will consult with parents to understand any underlying reasons or barriers to attendance and work with them to put effective support strategies in place as necessary.

### **REQUESTS FOR AUTHORISED ABSENCES**

Apart from illness or where there are additional needs no pupil should be away from school without prior permission from the Head teacher.

The school will always aim to update the school website with half term and term dates at least a year in advance so that family holidays can be arranged without disrupting a child's education.

The policy of the school and the NMS Board of Directors is **not** to allow holidays to be taken during term time.

Any requests for exceptional absence must be made in writing and addressed to the Head teacher as far in advance as possible.

Consideration will be given to levels of attendance, what learning will be missed, and any previous requests for authorised absences, as well as the specific facts and circumstances and relevant background context behind the request.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance

### **Information sharing and Data protection**

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.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published its privacy notice on its website which explains how the school will use personal data.

Lucas Motion  
Head Teacher  
September 2024

Review approved Deborah Livsey CEO  
The New Model School Co. Ltd  
September 2024

Next review date August 2025