



Attendance and Absence Policy

Introduction

Monitoring absences of students is one of the ways the school fulfills its duty of safeguarding children. Parents and carers have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16 year olds) 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 and carers meet these responsibilities.

The Head is required to report truancy to Brent Council Education Welfare Service. If a student is late or absent without prior warning, the parents are contacted immediately. Such absence will be considered an "unauthorised" absence from school and it is unauthorised absence from school which carries with it the risk of prosecution. Monitoring absences of students is one of the ways the school fulfils its duty of safeguarding students.

Student registration

The Head is required to maintain two registers: an admission register (also known as the School roll and which contains a list of all the students registered at the School); and an attendance register. For each student, the register must be marked either as present, engaged in an approved educational activity away from the School site or absent. If the student is absent, the register must say whether or not the absence has been authorised by the School. For the primary section, the class teachers keep an electronic attendance register for their class. For the Secondary section, the Head and teachers records attendance.

All absences, regardless of the cause or explanation, will be noted in the attendance register and their number will be noted in the student's file as well as on report cards.

Responsibilities of parents and carers

If your child is 5 years old or older, it is your responsibility to ensure that he or she attends school regularly. If a child does not attend regularly, the School will work closely with parents and carers to resolve the problem. Under English law (Education (Penalty Notices) (England) Regulations 2004 (SI 2004/181), parents/ carers found guilty of school attendance offences could be subject to a fixed penalty decided by Brent Council.

Authorised and unauthorised absences

An authorised absence is one for which the School has accepted as satisfactory an advance notice from family or an explanation offered afterwards. 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, participation in exceptional athletic or artistic event. In case of absence, the family must notify the School in writing as soon as possible (for this purpose you may email the reason for your child's absence). In order to keep an accurate record of students' attendance, the school uses Pronote (a specific online communication system).

It is the responsibility of parents/carers to provide an explanation for any absence of their child. However, it is the responsibility of the School to ensure that students attend classes regularly and can progress and develop physically, intellectually and emotionally. Excessive absences may be questioned by the Head of School (or representative), as well as unexplained or unjustified absences.

School Policy

It is the duty of the School to monitor and control school attendance. If a student is absent without notice from the family, the School staff will contact the family immediately. The CVS (Cadre de Vie Scolaire) will contact the parents/ carers of a child whose records show unauthorised or excessive absences to resolve the problem. This Policy is subject to regular review.

Holidays

The School does not permit that families take their children out of school on term days to go on holidays. If parents and carers intend to take their child out of the school for a family event during term or directly before or after official breaks, the family must request permission in writing from the Head of School well in advance. This will only be granted in very exceptional circumstances. School holidays are designed to provide regular and healthy breaks for students every 6-7 weeks and ensure a balanced life. Families are then responsible for their child keeping up with the class progression and turning in any required classwork. In such a case, communication with teachers is paramount and the sole responsibility of the family.

Recording Absence Figures

Each year, the School is required 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 explained or unexplained absences.

This policy is reviewed regularly.

General

This document has been drawn up under Part III (17) of The Education (Independent School Standards) (England) Regulations 2010 (as amended by the Independent School Standards Regulations 2012 and the Independent School Standards Regulations 2014) to clarify the policy of the School to inform parents, carers and students of what that policy is. It is not intended to extend or alter the contractual or other legal rights that exist between the School and parents, carers or students. The contents of this document are statements of intent made in good faith, but are not intended to be legally enforceable.

Policy written in July 2016.

Policy to be reviewed in July 2017.