

FREWEN COLLEGE

COMBINED ADMISSIONS, REGISTRATION AND ATTENDANCE POLICY

This policy applies to the whole school

The Policy is available to the school staff via Share Point

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

(In our school the pupils are referred to as students. Therefore the using the term 'child' or 'student' is interchangeable in this policy as is appropriate and the age range of the students at Frewen College is from 7 – 19)

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (ISS) (England) Regulations currently in force and the National Minimum Standards (NMS) for Residential Special Schools (RSS) (DfE: September 2022).

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headmaster. The Board of Governors will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed:

Policy Agreed: September 2024
Date Published: September 2024
Next Review: September 2025



M. Loveday
Headmaster



J. Stevenson
Chair of Governors

Summary of changes – September 2024: This policy has been revised to reflect changes in national guidance and legislation that come into force on 19th August 2024.

Aims: This Policy aims to comply with the School Admissions Code of Practice in order to establish and maintain a fair and open admissions policy; to ensure appropriate procedures for induction and support for children on admission to the school to ensure they are familiar with staff, other children, the school's expectations and daily routine; to provide clear guidance all staff, parents and carers, students and governors/trustees about the responsibilities and the procedures in place to promote and monitor student attendance; to raise and maintain levels of attendance; and to ensure compliance with all the relevant legislation connected to this policy.

Introduction: ensuring fair admissions, competent registration and good school attendance is paramount to the intake of students who are allowed to flourish within our school environment. The School's mission statement is available on the School website. This policy can be made available in larger print or a more accessible format if required. For the purpose of this policy, "**parent**" shall include a guardian, carer or any other person with parental responsibility for a pupil or prospective pupil of the School.

Admissions:

Frewen College accepts students from all backgrounds and across a broad range of ability. We recognise that children progress at different times and offers a fully inclusive education to nurture the best possible outcomes for all pupils. Regarding our admissions process, no applicant will be treated less favourable on the grounds of any of the relevant protected characteristics listed in the Equality Act 2010 and the Special Educational Needs and Disability Act 2001. The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as may be necessary. Frewen College tries broadly to maintain a 50/50 balance of boys and girls (having regard to gender reassignment, where applicable) and this is also taken into consideration when offering a place, as well as maintaining a broad balance of academic ability.

Equality Impact Assessment: under the Equality Act 2-1- we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. Frewen College welcomes pupils with disabilities and/or special education needs, provided we can offer them any support that they require and cater for any additional needs, and that our site can accommodate them.

Race Disparity Audit: We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system. The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Role of the Headmaster: The Headmaster will:

- ensure all prospective parents are fully aware of the admissions criteria and how to apply;
- ensure that all applications are looked at fairly and openly;
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors; and
- annually report to the Governing Body on the success and development of this policy.

Role of Parents: Parents must:

- be aware of and comply with this policy;
- apply by using the appropriate application form found on the Frewen College website;
- Must be aware the school is selective and admission is based on ability, students must pass an entrance exam; and

Except in unusual circumstances where setting dictates, class sizes will be of 20 or below. Although the school does not select according to ability, the following should be considered by parents before registering for a place. We encourage prospective parents to talk to our admissions department before visiting the School, or registering for a place to ensure the School is a suitable learning environment for their child/children.

- All applicants will be expected to access the School's curriculum or access the curriculum with reasonable adjustments for those who have additional learning needs.
- The School is not a specialist school and has limited resources to support pupils with mild learning needs.
- Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School or this admissions process.
- The School has limited provision to support mild learning needs. Applications are taken on a first come first served basis and applicants will be placed on a waiting list once the school has reached capacity in so far of specialist support is concerned.
- The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as a possible internal school assessment that the School considers necessary to make a fair assessment. It may be the School requests more up to date or recent assessments to be able to offer a School place.
- We require that all education/schools are declared on the application from the start of school education from Reception class where appropriate to the country of origin.
- School places offered with support as a condition of entry may be withdrawn if parents fail to adhere to the conditions either at the point of entry to the School or in later years where the support is still identified as a need by the school.
- Taster days will not be offered to prospective pupils until the admissions team are satisfied that conditions of entry can be met to ensure the wellbeing of the child.
- Taster days are not an offer of a place at the School.

- For pupils for whom English is an Additional Language (EAL) offers of places will be awarded to pupils who can access the mainstream curriculum, Pre-A level Course or satisfy the conditions of entry for the NCUK University foundation programme, with appropriate support from the EAL department, if required.
- Children wishing to join the School from outside of the UK must ensure that they have appropriate immigration permission and all required travel documents (if applicable) to study in the UK.

During the application process, parents and pupils will be interviewed by a member of the senior management team (includes the Head of Admissions), the Headmaster of the Infant and Junior School and/or The Headmaster. The application information will be discussed, and further themes explored such as whether:

- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Senior Management and Headmaster, be managed within the School's normal provision.
- the offer of a place would not create an imbalance of needs within the year group.
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant.
- the offer of a place would jeopardise the performance and progress of their peers.
- whether the applicant's present school fees have been paid (if applicable) and that parents are in a position to pay school fees.

If, after reasonable adjustments have been considered, the School feels it is unable to adequately cater for the needs of those children with disabilities or additional needs, parents will be informed why an offer of a place will not be made.

Stages of education at Frewen College:

- The School's main policy is to educate students to the standards required for entry into universities in Japan, whilst taking advantage of the unique geographical location of the School through introduction of some of the English curriculum and extra-curricular activities
- There are 3 levels of study: Primary School (10-12 years); Middle School (12-15 years); and High School (15-18 years)

In all cases, admission to the School is at the Headmaster's discretion and parents will agree to sign the admissions conditions of acceptance prior to starting the School.

Admissions Process Registration: Applications for registration will be processed in the order in which they are received. A digital application form can be completed on our website. The Registration Form must be accompanied by payment of a Registration Fee which is non-refundable regardless of whether or not a child is offered a place. Parents may register an interest in a place at any time, including prior to visiting the School. Registration does not constitute an offer or guarantee of a place.

Scholarships: Details of all scholarships, bursaries and discounts are available on the School's website.

Offer and Acceptance of a Place: Once the completed Registration Form and fee is received, the child's name will be added to the relevant age group list. There will be circumstances where a child might be placed in a year group above or below their actual age and this will be discussed prior to offer of a place. Places may occasionally be offered to pupils out of year group where there is good reason for this. Priority of an offer of a place will be given to applicants with siblings already at Frewen College and those requiring a boarding place. While most siblings will join us at the School, admission for a sibling is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. Allocation of places will also take into account the aim to retain a broad balance of male and female pupils.

Appeals Procedure: Parents have the right of appeal if a place is refused and should follow the Complaints Procedure available on the school website.

Sharing Information with the Local Authority: The School is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. The School will provide the local authority with all the information held within the admission register about the pupil. The School will notify the local authority when we are about to remove a pupil's name from the school admission register. This duty does not apply when a pupil's name is removed from the admission register at standard transition points. When removing a pupil's name from the admission register, the notification to the local authority must include:

- (a) the full name of the pupil
- (b) the full name and address of any parent with whom the pupil normally resides
- (c) at least one telephone number of the parent
- (d) the pupil's future address and destination school

Records: Applicants' details will be held on file in line with data protection legislation and the School's Privacy Notice and Data
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Register:

Frewen College records the personal details of every student at our school in the admission register, which includes the following information for every student:

- full name legally assigned at birth;
- name that the student uses at school;
- sex;
- address;
- the full name and address of each of the student's parents;
- which of the student's parents, if any, the student normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. the department's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each student; and
- the students start date.

It is vital that our admission register is kept up to date, and we encourage parents to inform us of any changes to the above after which we would amend the register as soon as possible.

Deletions from the Register: At Frewen College we will add and will only delete students from our school roll in line with the Student Registration Regulations (2024). In most circumstances, we will know in advance about students leaving our school; this will be planned and discussed with the parent in advance of the student leaving. At Frewen College we will always work with families to gain information about the student's next school and/or address before the student leaves to reduce the risk of students becoming a child missing education through lack of shared information. If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The student will be de-registered on receipt of such a letter and the Local Authority Council will be informed of the removal from roll as outlined above. In the case that a student's name is deleted from the admission register, Frewen College will provide the local authority with the following information about the student from the admission register:

- full name;
- address;
- the full name and address of any parent the student normally lives with;
- at least one telephone number by which any parent the student normally lives with can be contacted in an emergency;
- if applicable, the student's future address, the full name and address of the parent who the student is going to live with, and the date the student will start living there;
- if applicable, the name of the student's other school and when the student began or will begin to attend the school; and
- the reason set out in the Student Registration Regulations under which the student's name has been deleted from the admission register.

Aside from the reasons set out in regulation 9 of the School Registration Regulations 2024, the only other reasons why a student's name shall be deleted are:

- the student has been registered at another school;
- the student has not continued at the school;
- the student has a school attendance order which has been changed to another school;
- the student had a school attendance order which has been revoked;
- the parent of a student has notified the school in writing that the student will be leaving the school;
- the student has not returned following a leave of absence;
- the student has been continuously absent from the school for 20 school days;
- the student is detained under a sentence of detention;
- the student has died;
- the student's boarding fees have not been paid; or
- the student has been permanently excluded from the school.

The attendance and admission registers are kept electronically to aid accuracy and reduce the burden of information sharing, and are kept six years from the date of entries. Backup copies are made at least once per month and are retained for six years after the end of the year to which they relate.

The contents of the attendance register include the relevant attendance and absence codes: these will be entered on each occasion the register is taken (at the start of each morning session of each school day and once during each afternoon session) for every student whose name is listed in the admission register. More information on the absence codes is detailed in 'Understanding types of absence'.

Attendance:

This section of the policy has been updated in line with 'Working Together to Improve School Attendance (DfE in force 19th August 2024). Changes include:

- Making a clearer link between improving attendance and the impact this has on the wider school culture.
- Reflecting changes to the law on keeping school attendance and admission registers.
- Replacement of 'parenting contracts' for attendance to 'attendance contracts' to better reflect the agreement between parents, schools and/or local authorities.

Promoting Regular Attendance: At our school we believe that developing good patterns of attendance and setting high expectations for the attendance and punctuality for all our students from the outset is vital to fostering development of our students. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Improving school attendance is a shared responsibility by governors/trustees, all school staff, parents, students, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.
- Remove barriers within our school and help students and parents to access the support they need to overcome the barriers outside of school that acts as the root cause of poor attendance.

We are aware that where all other avenues of support to improve attendance have been exhausted, attendance may be enforced through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the student's right to an education.

Roles and Responsibilities: The Frewen College Board of Governors recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- setting high expectations of all leaders, staff, students, and parents so that children attend school every day and are safeguarded from harm;
- identifying a member of the governing body to lead on attendance matters
- ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all students;
- ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance;

- regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual students or cohorts who need it most;
- ensuring high aspirations are maintained for all students and processes for support are adapted to the individual needs of students including those with long term illnesses, special educational needs and disabilities, students with a social worker or youth justice worker and students from cohorts with historically lower attendance such as those eligible for free school meals;
- ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools;
- ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time; and
- reviewing the School's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team at Frewen College will:

- actively promote the importance and value of good attendance to **all** students and their parents;
- form positive relationships with students and parents;
- ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all students to attend and to achieve;
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually;
- ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues;
- ensure that the regulations and other relevant legislation are complied with;
- ensure that there is a named lead for attendance and allocate sufficient time and resource;
- return school attendance data to the Local Authority and the Department for Education as required and on time;
- report the school's attendance and related issues through termly reporting to the Governors/Trustees and on a half-termly basis to the lead governor/trustee for attendance;
- ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented;
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence;
- interpret the data to devise solutions and to evaluate the effectiveness of interventions;
- develop a multi-agency response to improve attendance and support students and their families;
- document interventions used to a standard required by the local authority should legal proceedings be instigated; and
- set out how Student Premium will be used to support students with irregular attendance.

All staff at Frewen College will:

- actively promote the importance and value of good attendance to **all** students and their parents;
- form positive relationships with students and parents;
- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve;
- comply with the regulations and other relevant legislation;
- implement systems to report, record and monitor the attendance of all students, including those who are educated off-site;
- ensure that registers are recorded accurately and in a timely manner;
- contribute to the evaluation of school strategies and interventions; and
- work with other agencies to improve attendance and support students and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- monitoring and analysing student attendance data;
- undertaking weekly attendance meetings with the designated safeguarding lead or other relevant staff members;
- implementing the identified strategies for promoting excellent whole school attendance;
- implementing the identified strategies for tackling unsatisfactory attendance;
- managing individual student casework files;
- coordinating individual action plans for students causing concern including the instigation of an early help assessment and plan and/ or the implementation of a attendance contract;
- ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents;

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- taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes; and
- making referrals to appropriate external agencies.

Frewen College requests that parents:

- ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity;
- take a positive interest in their child's work and educational progress;
- ensure their child has regular attendance at school;
- instil the value of education and regular school attendance within the home environment;
- contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible;
- avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours;
- inform the school of any change in circumstances that may impact on their child's attendance;
- support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home;
- maintain effective routines at home to support good attendance; and
- attend all meetings requested to discuss attendance issues.

Frewen College will proficiently monitor attendance by undertaking regular data analysis to identify and provide additional support to students that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. This analysis could include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with students and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Proprietor to support its work.

Students will:

- be aware of the school's attendance policy and when and where they are required to attend. this will be communicated to them by school staff, parents and through the school timetable;
- speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance;
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class; and
- follow the school procedure if they arrive late. this will help the school to monitor attendance and keep accurate records for the child's individual attendance. this is also vital for health and safety in the event of a school evacuation.

Frewen College recognises that some students may find it harder than others to attend School, and therefore have additional needs to ensure that good attendance is achieved:

- our school will work with these students 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;
- we will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance;
- we will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities;
- suitable strategies will also be considered for students with any social, emotional or mental health issue that is affecting their attendance; and
- where barriers to attendance are outside of our control, we will work with parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

Understanding Types of Absence: Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any student's absence or late arrival also disrupts teaching routines and may affect the

learning of other students. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution. Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher/Headmaster.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to students unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave;
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave;
- Religious or cultural observances for which the school has granted leave;
- An absence due to a family emergency or unavoidable cause;

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- Arrival at school after the register has closed;
- Shopping, looking after other children or birthdays;
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher/Headmaster, including any arranged by other family members or friends;
- Leaving school for no reason during the day;
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings. **As per regulations by the School Attendance (pupil registration) Regulations in force 19th August 2024, Frewen College will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (consecutive or not).**

Persistent and Severe Absence: A student is defined by the Government as a '**persistent absentee**' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parents to resolve this. A student who has missed 50% or more schooling is defined by the Government as '**severely absent**' (SA). Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all students at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support. If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

Leave of Absence: We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Frewen College, leave of absence is only granted at the discretion of the Headteacher/Headmaster

and shall not be granted unless there are 'exceptional circumstances'. Frewen College will respond to all applications for leave of absence in writing. Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). Frewen College will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution. When absence is granted by the Headteacher, the parents will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

Medical Appointments and Absence Due to Illness: Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The student should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a student must attend a medical appointment during the school day, they must **[insert school signing-out procedure]**. No student will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the student as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.

Where a student has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting students with medical conditions at school and Local authority Council policies via the Medical Needs Service. We will also consider whether an Individual Healthcare Plan is required.

Student Absence for the Purposes of Religious Observance: Frewen College acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the student absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Our Procedures:

Register Keeping and Recording: The School Attendance (Student Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Expected first day of attendance: Frewen College will enter student's names on the admission register on the first day that the school, and the person with control of the student's attendance have agreed that the student will attend the school. In the case that a student fails to attend school on the agreed starting day, we will follow this up and try to establish the reason for absence. Where we cannot locate the student, we would notify the local authority.

Expected Absence Procedure for Parents: A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 8:30am.
- Ensure that your child returns to school as soon as possible.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all students who are not in school after close of register at 9:20am and where no reason for absence is known. We will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a student's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a student's social worker and/or youth offending team worker if their name is to be deleted from the school register.

Late Arrival at School: Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Students who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher. At Frewen College all students are expected to arrive on time for every day of the school year. The school day begins at **8:50am**. We advise all parents to ensure their child is on site prior to this. The school register will be taken at **8:50am**. All students arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before 9:20am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:20am. All students arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with [insert staff member], but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our students and, as a school, we celebrate good class and individual punctuality.

Please note: L or U codes will be used if a student arrives after the close of the afternoon register for the PM session.

Support Systems: At Frewen College we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

However, children who are absent from education for a prolonged period of time can also be a warning sign to a range of safeguarding issues including neglect, child sexual and criminal exploitation- particularly county lines. Therefore our attendance policy ensures that our school responds proportionately in order to identify such abuse, and in the case of absent students, prevent the risk of them becoming a child missing education in the future. This includes vigilance from our staff to identify when problems first start emerging, but also where children are already known to local children's social care and need a social worker, where being absent from education may increase known safeguarding issues within the family.

We also recognise that some students are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support you include:

To plan the correct support, we will always invite parents and students to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and students.

Part-time timetables: All schools have a statutory duty to provide full-time education for all students and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a student's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a student's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the student where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. In line with the Local Authority Council guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

School Attendance and the Law: The School Attendance (Student Registration) (England) Regulations 2024 introduced a National Framework in England. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered. Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices: There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings. Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction. For further information see the Local Authority Code of Conduct for issuing fixed penalties regarding school attendance. **There is no entitlement in law for students to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.** In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school." We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

Related Policies: To underpin the values and ethos of our school and our intent to ensure that students at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

Important new legal information, in force from August 19th 2024: There is now a threshold of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period within which a penalty notice must be considered by all

schools in England. The period of 10 school weeks can span different terms or school years. In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This could apply where parents have taken several term time holidays below the national threshold. The Local Authority retains the discretion to consider immediate prosecution if appropriate. If the absence is reported to the Local Authority, they may well apply the financial penalty cause.

The Education (pupil registration) (England) Regulations 2006 and their associated amendment regulations will be revoked in the entirety when the new regulations take effect.

Statutory guidance:

‘Working together to improve school attendance’ relies on safeguarding powers for its new legal force, ie, s. 175 for the state sector and paragraph 7 (b) of the Independent School Standards for the independent sector.

‘Working together to improve school attendance’ is also referenced in the 2024 draft of ‘Keeping children safe in education’.

Within a rolling 3-year period, a maximum of 2 penalty notices per parent, per child can be issued, and this period will start from the issue of the 1st penalty notice. The national framework sets out the escalation process applicable to penalty notices. If the national threshold is met for a third time (or more) within 3 years, consideration will be given to prosecution under section 444 of the Education Act 1996.

We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school’s vision and objectives which are formed in strategic management meetings.