FROEBEL HOUSE SCHOOL
ATTENDANCE POLICY

Our policy recognises that high levels of school attendance are significant to raising standards in education and ensuring all pupils can fulfil their potential. It is an assumption so widely understood but insufficiently stated that children and young people need to attend school regularly to benefit from their education. Missing out on lessons leaves pupils vulnerable to falling behind and achieving less in both primary and secondary school.

The overall aim of the attendance policy is to:

- Keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- Provide a stable environment in which our children can learn.
- Support parents to perform their legal duty by ensuring their children who are of compulsory school age and registered at Froebel House, attend school regularly
- Maximise educational opportunities for all our pupils, ensuring there is a consistent and fair approach with equal opportunities for all.

Froebel House School recognises that safeguarding is everyone's responsibility, and all staff who during the course of their employment have direct or indirect contact with the pupils and their families, or who have access to information about them, have a responsibility to safeguard and promote the welfare of the pupil. This includes effective joint working practice with external agencies and professionals that have different roles and expertise and ensuring attendance practice and record keeping reflects this responsibility.

As with all aspects of a child's life, it is the parents/carers who have the pivotal role in ensuring their child's best interests are taken into consideration at all times. The law in relation to the regular attendance of a child at school is strict in the application of this responsibility. At Froebel House School we want to support our parents in carrying out this responsibility but at the same time we will tender challenges where a child's level of attendance falls behind expectations. To this end, the policy is robust in its early identification of attendance concerns and structured to ensure the appropriate level of support is put in place.

We also recognise that at times difficulties may arise within a family, which can impact upon a child's learning and school attendance. In such cases, it is important for a pupil or parent to speak to a person within their school, who in confidence, will listen and discuss the best way forward. We believe in working closely with the pupils and parents to ensure a child's education is not interrupted and they can continue to attend school regularly.

Attendance Registers

The law requires all schools to have an attendance register. All pupils (regardless of their age) must be placed on the register.

The attendance register is taken at the start of the first session of each school day and once during the second session. Entries into the register must not be pre-populated. On each occasion a record is made as to whether a pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or
- Unable to attend due to exceptional circumstances.
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The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken if necessary;
- Identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to the register.

If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. In such cases, to ensure effective safeguarding practice is in place, it is important that the pupil's details are recorded in school as being signed out by a member of staff. Accordingly, where the pupil returns to the school, they should be signed back in. Reasons for signing a child out of school, in every case must be confirmed by the parent.

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Parents/carers are therefore encouraged to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment, returning to school immediately after the appointment.

Religious observance

Froebel House School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.
Parents will be aware of these dates and should give the school written notification in advance.

Children Missing in Education - CME

Position Statement- national definition of children who are not receiving a suitable education:

"A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home".

A pupil who is absent from school for 10 consecutive school days may be regarded as a 'child missing from education'. In such cases, a referral may be made to the local authority. Before doing so, the school will have made all necessary enquiries to trace

the pupil, through any additional contact numbers. This is regarded as a major safeguarding concern and may involve contact being made with the Police or the local authority Children's Services. It is important that all absences are notified to the school on each day of absence and a change to contact information is updated.

Hull City Council Children Missing from Education protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing in education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education. **Froebel House School will follow Hull City Council's CME protocols.**

Internal Policies

This policy should be read in conjunction with the following policies:-

- Anti-Bullying
- Child Protection & Safeguarding
- Special Educational Needs & Disability
- Supporting Children with Medical Needs
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National Guidance

The following national guidance should also be referred to:

- DfE: Working together to improve school attendance – August 2024
- DfE: Keeping Children Safe in Education. Statutory Guidance for schools and colleges – 2026
- Hull City Council Protocols for Children Missing Education - January 2015
- DfE: Children Missing Education. Statutory Guidance – September 2016