Jeannine Manuel School
International understanding through a bilingual education

Attendance Policy

Good teachers and the best curriculum are of little consequence if students do not attend school on a regular basis. Time lost from the classroom is essentially irretrievable. Establishing good attendance habits early will better equip young people toward being productive members of society. Jeannine Manuel School (the "School") considers that classroom attendance is an integral part of pupils' course of study. Regular attendance is also an important safeguarding measure: patterns of absence may indicate wider concerns or unmet needs and will therefore be identified, explored and addressed promptly and sensitively.

School Attendance and the Law

This policy follows the *Working Together To Improve School Attendance (2026)* statutory guidance.

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the *School Attendance (Pupil Registration) (England) Regulations (2024),* take a register at the start of the morning session, and again during the afternoon session, as well as use the use statutory registration codes listed in *School Attendance (Pupil Registration) (England) Regulations 2024*.

Regular student attendance is expected.

This policy also applies to the EYFS.

We are committed to ensuring that pupils maintain a high level of attendance. Our Senior Attendance Champions are the Head of Primary (Séverine Liger-Galopin, s.ligergalopin@jmanuel.uk.net) and the Head of Secondary (Jeanne Gonnet, j.gonnet@jmanuel.uk.net). During term-time, both can also be contacted through the School reception on 0203 829 5970.

School Attendance procedures

1. Teachers are responsible for registering attendance twice a day in Primary and at the beginning of each lesson in Secondary on the School's students' information system.

    a. Our attendance register will record pupil attendance and absences using codes from the *School Attendance (Pupil Registration) (England) Regulations 2024*, also included in Annex A for information.

    b. We will also record, for pupils of compulsory school age, whether any absence is authorised or not.

c. Our attendance register will be kept electronically. Registers will be preserved for six years in accordance with the 2024 Regulations.

2. Parents/carers should assist the School in maintaining records, by providing the School with multiple emergency contacts for the child, and keeping the School updated of any changes.

3. In case of unexpected absence, parents should contact the School by email or telephone as soon as possible and no later than 8:30 am on the first day of absence. If the parents have not contacted the School, the School secretary will contact parent/carer for each absence by telephone or email.

    a. The School Secretaries can be contacted by phone or by email as follows:

        i. Primary School (Nursery – Year 6): primary@jmanuel.uk.net / 0203 829 5975

        ii. Middle School (Year 7 – Year 10): middleschool@jmanuel.uk.net / 0203 829 5970

        iii. Upper School (Year 11 – Year 13): upperschool@jmanuel.uk.net / 0203 687 2330

4. If no response is received, and the attendance is left unexplained, a member of school staff may be sent to the family home, at the discretion of the Head of School. If there is still no response, and the Head deems it necessary, the police may be contacted.

5. In a minority of cases, a doctor's note maybe requested, for example when a students' health means they need reasonable adjustments or support because their health needs are complex, long-term or frequently recurring.

6. The School treats absences due to religious observance as authorised but must be notified in advance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.

7. Under unusual and exceptional circumstances, the Head of Primary or Secondary, or relevant Assistant Head may grant a leave of absence. An application must be made in advance, in writing, and discussed with the Head of Primary or Secondary, or Assistant Head. All such requests should be received as early as possible, but no later than a week before the pupil is due to be absent in cases where the absence is foreseeable. Note while the School considers each request for absence on an individual basis, for safety reasons, half-day absences on the last day prior to a break will not be authorised

8. For logistical and safety reasons, Primary and Middle School students will not be authorised to leave or return to school during their lunch period. If parents need to collect children at such a time, for example to attend a medical appointment, they will do so at the start or end of the lunch period.

9. Medical appointments should be made outside of school hours where possible.

10. The School will inform the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 days or more.

11. The School will also inform the Local Authority when the School has reasonable grounds to believe that a student of compulsory school age will miss 15 days (consecutive or cumulative) in a single school year due to illness.

12. The School will also inform the Local Authority when a pupil's name is to be deleted from the admission register under any grounds set out in School Attendance (Pupil Registration) (England) Regulations as amended.

13. The School monitors and analyses attendance data to identify any potential underlying issues.

    a. The School expects high attendance from all its students.

    b. If we consider that a student's attendance is a concern, the student will be monitored and the family may be offered extra support or intervention.

    c. If a student has missed or will likely miss 10% or more of school, they will be considered to be persistently absent, and the School will work with the Local Authority to put in place additional targeted support.

    d. If a student misses 50% or more of school, they will be considered to be severely absent. All educational partners will work together to support these students, and we may consider measures such as EHC plans or whether alternative forms of educational provision may be necessary to transition back to better attendance.

Supporting pupils who are absent or returning to school

The reasons for which a student is persistently absent are complex and often unique. We will work with parents and where possible, students themselves, to support students who are absent or returning to school following a period of mental or physical ill health, or who are returning after a lengthy period of absence. Special attention will also be paid to students who may have special needs.

Information sharing

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.

Punctuality

It is important to be on time as the first few minutes of the school day are often used to give out instructions. If your child misses this short but vital session, their whole day might be

affected. Late arrivals are disrespectful to the teachers, disruptive to the class and affect your child's well-being.

Students who are frequently late (Code L) will be offered additional support.

To be ready to learn at 8:30, pupils should be at school no later than 8:25. All children arriving after 8:25 are considered to be late and should present themselves at the school's reception.

Note that the attendance register will be open for a period of 30 minutes. As per government guidance, students arriving later than that will be marked as absent (unauthorised) for statistical purposes (Code U).

This policy will be reviewed annually and in line with statutory guidance.

Annex A

Attending the school

- Code / \: Present at the school / = morning session \ = afternoon session
- Code L: Late arrival before the register is closed

Attending a place other than the school

- Code K: Attending education provision arranged by the local authority
- Code V: Attending an educational visit or trip
- Code P: Participating in a sporting activity
- Code W: Attending work experience
- Code B: Attending any other approved educational activity

Absent - leave of absence

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstance

Absent - unable to attend school because of unavoidable cause

- Code Y1: Unable to attend due to transport normally provided not being available
- Code Y2: Unable to attend due to widespread disruption to travel
- Code Y3: Unable to attend due to part of the school premises being closed
- Code Y4: Unable to attend due to the whole school site being unexpectedly closed
- Code Y5: Unable to attend as pupil is in criminal justice detention
- Code Y6: Unable to attend in accordance with public health guidance or law
- Code Y7: Unable to attend because of any other unavoidable cause that affects the pupil

Absent - other authorised reasons

- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

Absent - unauthorised absence

- Code G: Holiday not granted by the school
- Code N: Reason for absence not yet established
- Code O: Absent in other or unknown circumstances
- Code U: Arrived in school after registration closed

Administrative codes

- Code Z: Prospective pupil not on admission register
- Code #: Planned whole school closure