

# Fromefield Manor School



## Attendance - Local Procedure September 2025



<b>Local Procedure Title</b>	<b>Attendance</b>
<b>Site</b>	<b>Fromefield Manor School</b>
<b>Local Procedure date</b>	September 2025
<b>Local Procedure review date</b>	September 2026
<b>Local Procedure Author(s)</b>	Head Teacher (Gemma Drury)
<b>Local Procedure Ratification</b>	Checked and Approved by: Regional Director (Rebecca McArthur)

## 1. Aims

Fromefield Manor School believes that regular attendance at school is vital to young people achieving their full potential academically, socially, and personally. We understand that individual students may have had a disrupted education prior to joining Fromefield Manor School and that they may require a phased transition into school to be successful and our goal is to support fulltime attendance within 6 weeks. While we appreciate that some young people with Autism suffer from anxiety that may affect their school attendance our aim is partnership with parents that all our students will ultimately attend school on a full-time, regular basis to take full advantage of the opportunities that are open to them.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence (attendance of less than 90% of timetabled sessions). The school promotes good attendance through its 'Strive for 95' initiative.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly.

## 2. Legislation and Guidance

Our attendance procedure meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This procedure also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

### 3. School Procedures

#### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day (08:45 – 09:15) and once during the second session (13:00 – 13:30). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

The school day starts at 08:45, the registration period is between 8.45 and 9.15am as children arrive at staggered times.

#### 3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 08.45 or as soon as practically possible (see also section 6). Parents / Carers should contact the school by phone by 08.45 and either notify a member of the administrative staff or leave a message on the school answerphone. (Tel: 01373 456840) The decision to authorise absence rests with the Head Teacher. The reasons must be clear and acceptable. FMS recognises that working with parents to identify reasons for absence, trends and early decline in attendance will help support our students maintain high attendance. Staff phoning about poor attendance will ask sensitive but probing questions to support all the family in the process.

*In this example one can see how small amounts of lost time can build.*

- *90% attendance means that a student is absent from lessons for the equivalent of one-half day every week.*
- *If a student had 90% in a school year, they have missed the equivalent of four whole weeks (a month).*
- *If the student continued this pattern over five years they will miss the equivalent of about one half of a school year.*
- *Habits of poor attendance and lateness in school are often repeated in working life which is why employers ask the school for such information as part of references.*

*On the rare occasions where school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.*

#### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. E.g. attend school in the morning and leave for the medical appointment in the afternoon.

Parents / carers should notify the school in advance of medical or dental appointments by email or letter. A copy of the appointment card / email will be required by the school.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed at 09:15 in the morning will be marked as late, using an L code.

A pupil who arrives after the register is closed will be marked a U code- (arrived in school after registration closed) This means they are present in school but goes as an absence. (Gov. guidelines)

In exceptional circumstances the Head teacher can authorise a change of code such as taxi or transport issues, in which case they will be marked as late but present. Where transport issues repeatedly result in lateness, we will notify the parent / carer and the relevant Local Authority transport team.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not, and identify the correct attendance code to use. If the school has not been notified of the reason for absence by 09:45 we will attempt to contact parents/ carers by phone. If the child has a child protection plan, we will also notify the child's social worker of the absence.

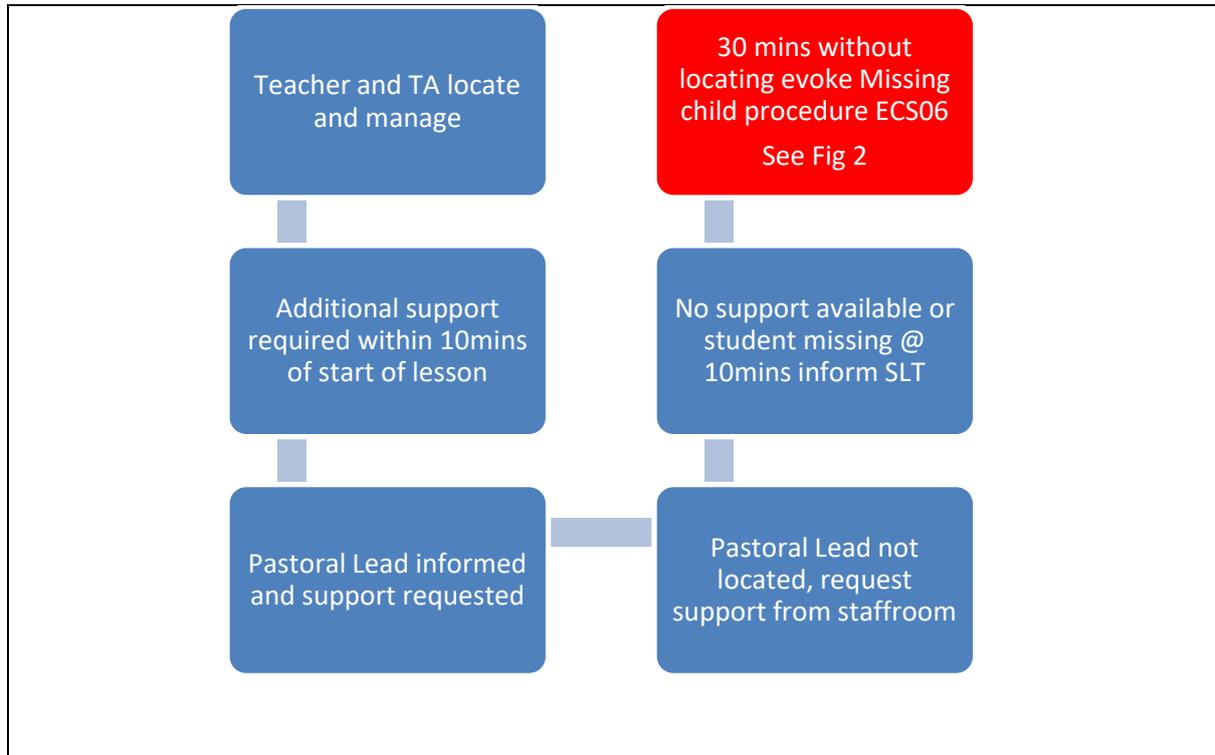
### **3.6 Reporting to parents**

Attendance will be reported to parents /carers in the written termly report that is issued at 3 points in the year.

### **3.7 Lesson attendance**

Teachers are responsible for managing the pupils throughout this lesson. Where a pupil fails to turn up or leaves prior to the end of the lesson teachers will either manage this between them and their LSA. I.e. they go and locate the student and support them and or engage support to locate the student.

### **3.7a Support to locate the student not in lessons**



#### 4. Term time leave

##### 4.1 Granting approval for term-time absence

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is authorised entirely at the head teacher's discretion.

A parental request must be made in writing prior to the date of the proposed term time absence and be agreed in writing by the Head Teacher. The Head Teacher will specify the number of days that the absence is authorised – any child not returned to school on the expected date will be considered a 'Child Missing from Education' and will be referred to their Local Authority as a safeguarding concern.

##### 4.2 Valid reasons for authorised absence

These may include:

- Medical /dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Leave of absence approved by the school.

##### 4.3 Unauthorised absences

These include:

- Term time leave without prior approval
- Refusal to attend school that is not considered to result from medical needs or anxiety linked to Special Educational Needs
- Leave for student birthdays

Fromefield Manor School will address unauthorised absence by:

- Contacting parents / carers and meeting with them to follow up the reasons for absence
- Monitoring attendance patterns
- Working with young people, parents and carers to address the reasons for the absence
- Instigating attendance plans where necessary
- Notifying the Local Authority where there are attendance concerns
- Contacting Children's' Social Care where there are safeguarding concerns

#### **4.4 Persistent absence**

Persistent absence is defined as an absence record of less than 90% attendance (this includes authorized and unauthorized absence). Data will be reviewed at SLT and Attendance meetings, and the circumstances of the individual student looked at. In the first instance tutors will look to support pupils and families in identifying reasons and addressing these. This supportive process will start when attendance drops below 90%. The impact of this intervention will be monitored for positive trends.

If the absence % continues to fall i.e. below 90%, then other agencies will be informed. E.g. local authority. SLT will coordinate therapy, teacher and residential (where relevant) meetings to discuss further supportive steps which will be communicated with parents and relevant stake holders. Plans will be put in place to monitor absences over a 6-week period. If the % continues to decline the Local Authority will be notified and an emergency annual review will be called.

#### **5. Strategies for promoting attendance**

- The school promotes the importance of attendance through its 'Strive for 95' initiatives.
- Attendance of 95% or higher is rewarded through end-of-term rewards.
- Rewards are designed with an individual's personal motivators and interest in mind.
- Certificates are also awarded to students who have made the greatest improvement to their attendance.
- A regular section of the school newsletter is dedicated to communicating the importance of attendance, the role parents and students have to play and ambition the school has for the attendance of all its pupils.
- Where there are concerns about attendance, the student's teacher plays a critical role in working in partnership with parents/ carers to identify possible causes for non-attendance and to implement agreed strategies to improve the child's attendance.

#### **6. Attendance monitoring**

Our Teachers and Administration team monitor pupil absence daily. Parents /Carers are expected to call the school before 08.45 if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence extends beyond 5 days, we will contact the parents to discuss the reasons for this. If after contacting parents /carers, a pupil's absence continues to rise, we will notify the Local Authority.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. Pupil's attendance data is reported each term to parents via reports and annual via reviews. Our attendance is recorded within our governance reports.

We use a secure online management information system to record and store attendance data.

Senior leaders and admin team meet weekly to track and analyse attendance data of individuals and cohorts and identify concerns and trends. We utilise the data to inform the need for interventions and support.

## **7. Roles and Responsibilities**

### **7.1 Governance**

The Operations Manager, Nancy O'Regan, is responsible for monitoring attendance figures for the whole school on, at least, a termly basis. They hold the Head Teacher to account for the implementation of this procedure.

### **7.2 The Head Teacher**

The Head Teacher, Gemma Drury, is responsible for ensuring this procedure is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governance. The Head Teacher also supports other staff in monitoring the attendance of individual pupils.

### **7.3 Senior Attendance Champion**

As the designated Attendance Champion Gemma Drury has overall responsibility for championing and improving attendance. Key responsibilities include:

- Setting a clear vision for improving and maintaining good attendance.
- Having a strong grasp of attendance data.
- Leading attendance across the school with a holistic approach, considering all areas that can impact attendance i.e. bullying, curriculum, student wellbeing.
- Communicating attendance expectations to pupils and parents and the positive links between attendance and future aspirations.
- Oversee staff with daily attendance responsibilities, such as accurate recording of admission and attendance registers.
- Building relationships with parents /carers to discuss and tackle barriers to attendance.
- Devising specific strategies to address barriers to attendance identified through data.
- Creating and delivering targeted intervention and support to pupils and families.
- Working and liaising with the local authorities.

### **7.4 Attendance Monitor**

The Attendance Monitor Louise Evans is responsible for providing support to the Senior Attendance Champion by:

- Monitoring attendance data at a school and individual pupil level.
- Report any concerns regarding attendance to the SAC and SLT in weekly attendance meeting or immediately if there is a safeguarding concern.

- Collate / Analyse Attendance data: For weekly attendance reports for LEA's when requested, weekly Attendance Review Meetings and half-termly, termly and annual Attendance reports.
- Provide support to the SAC in executing Attendance Review actions where appropriate.
- Provide support to the SAC communicating attendance initiatives, attendance information and the importance of attendance to pupils and parents.
- Provide support to the SAC delivering attendance improvement strategies and creating a positive attendance culture within FMS.

#### 7.4 Teachers

Are responsible for:

- Liaising with students and parents / carers regarding attendance.
- Informing the Pastoral Support Team / SLT of any student who is not present for registration without a known reason.

#### 7.5 Administrative staff

Are responsible for:

- Recording attendance twice daily on the school information management system, using the correct DfE codes.
- Taking calls from parents /carers concerning absence and convey messages or referring calls regarding attendance to Teachers, Pastoral Support Team and/ or the Senior Leadership Team as appropriate.

#### 7.6 Parents / Carers

Are expected to:

- Ensuring their child attends every (day/timetabled session) on time.
- Call the school to report their child's absence before 08:45 (or as soon as reasonably possible) on the day of the absence and advise when they are expected to return.
- Provide the school with 3 emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

#### 7.7 Pupils

Are expected to:

- Attend school every day on time. According to individualised curriculum/ timetable. All student communication is shared with a Total Communication Approach.

### 8. Useful Contacts

Gemma Drury – Head Teacher, DSL and Attendance Champion

**gemmadrury@aspriscs.co.uk**

Nicola Horrell – Pastoral Lead and DDSL

**nicolahorrell@aspriscs.co.uk**

Fromefield Manor School contact details

Email - **Fromefieldmanorschool@AsprisCS.co.uk**

Telephone - **01373 456840**

### 9. Monitoring arrangements

This policy is reviewed annually by the Head Teacher and is approved by the Regional Director.

<b>10. Links with other policies</b>
Safeguarding Children OP06 Running Away / Missing ECS06 Missing Child Procedure ECS06
<b>Fig 1. Daily Attendance Protocol</b>



**Morning Registration  
8:45 -9:15**

Students on part-time /  
transitional timetable.  
Attendance recorded  
at time of organised  
arrival.

**Arrival between**  
-  
Students not present at the  
beginning of registration  
will be marked as late (L).

**Arrival after 09:15**  
-  
Will be marked 'Arrived after  
registration has closed' (U). This  
counts as an absence.

Under exceptional circumstances  
U/L codes can be amended at  
Head Teachers discretion

**09:45**  
-  
Where no contact has been  
made regarding absence daily  
calls will begin.

Reason for absence  
established  
-  
Illness, Mental Health,  
Virus etc  
Expected Return Date.

Call everyone on a student's contact list until you  
get a response. Where voicemail is an option leave  
a message.

If no reply; consider whether the student has  
additional agency support, such as a social worker,  
contact them.  
-  
SLT should be informed.

In exceptional circumstances:  
a home visit or contact with the emergency  
services should be considered directed by SLT.

Notify parents/carer's  
if students  
attendance is  
approaching 90%

Supportive measures  
begin when  
attendance  
approaches or drops  
below 90%

If attendance remains  
above 90%, no further  
action required.

**Local Procedure Review History:**

Date Reviewed	Reviewer	Summary of revisions
		Title Page Date Changed
		Local Procedure Ratification Name changed.
		Paragraph 3.1 Times entered for registration.
		Paragraph 3.2 time changed
		Paragraph 3.4 time added.
		Paragraph 3.5 time amended.
		Paragraph 3.7 text removed
		Flow chart 3.7a amended.
		Paragraph 4.4 text added
		Paragraph 5 text added
		Paragraph 6 time changed.
		Section 7 Roles and Responsibilities updated to include Attendance Champion and Attendance Monitor.
		Paragraph 7.1
		Fig. 1 New flow chart inserted.