Frome Vale Academy

Attendance Procedures for Families

These procedures should be read in conjunction with the Child Protection/Safeguarding Policy

2025 / 2026

Rationale

Regular attendance at Frome Vale Academy is essential for all children and young people to achieve their full potential. Working in partnership with families ensures all children receive the best education we can offer.

Research shows children and young people who attend school at least 96% of the time are more likely to achieve good results. Patterns of attendance tend to be set in early years. Local data capturing children's progress within the Early Years Foundation Stage shows a clear correlation between attendance and achievement, which continues throughout primary and secondary school. Good attendance develops the essential life skills necessary for young people to be responsible and successful citizens and is important for personal, social and emotional development and self-esteem.

Attendance at Frome Vale Academy remains a concern as it is not yet at national average expectation - 96%.

Attendance remains a core area of school focus and development.

Therefore, Frome Vale Academy has made a commitment to improve attendance and punctuality.

It is a child's right to be educated

Principles

Our respect and understanding for our diverse community will support us in improving attendance. We will establish a good working partnership with parents/carers and other agencies such as an independent Education Welfare Service, to help and support good attendance and punctuality.

It is parents'/carers' responsibility to ensure their children attend school regularly (Holidays, parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent)

Where necessary, we will challenge poor attendance and punctuality and will support families to improve attendance and punctuality. Appropriate legal action will be taken where parents continually fail to ensure their children attend school regularly, such as penalty notices

We will celebrate good attendance and punctuality

Frome Vale Academy aims to:

- Respond to attendance issues to ensure that safeguarding is paramount;
- Improve attendance and punctuality;
- Make good attendance and punctuality a priority for all members of the academy community;
- Promote a consistent approach across the academy;

- Provide an inclusive and high-quality learning environment with which all members of our academy communities will want to engage.
- Develop a systematic approach to gathering and analysing attendance related data;
- Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Rights and Responsibilities

Parents:

- are responsible for making sure that their child attends punctually and regularly;
- must inform the academy when their child is not in school before 9am on the first day of absence;
- must make a written request through the office in order to request permission for any leave of absence. (Holiday will not be authorised unless there are exceptional circumstances and only at principal's discretion).
- expect the academy to keep them fully informed of their child's progress;
- expect the academy to support and encourage them in continually seeking ways to improve attendance at school.

The Children will:

- celebrate their attendance in assemblies
- be encouraged to take responsibility in getting to school
- be aware of the current attendance percentage, which is displayed outside the hall
- be asked why they were absent by their teachers, unless advised otherwise by the Principal or Designated Safeguarding Lead

The Academy will:

- ensure accurate and daily registers are maintained on pupils in the school;
- authorise absences, where appropriate;
- ensure parents are fully informed of their responsibilities;
- publish expected academy's times and holidays (including Inset days) to parents in good time;
- keep parents informed of attendance levels at every parents' evening and through academy newsletters;
- ensure the academy is a welcoming place where children want to learn;
- reintegrate positively any pupils that have been absent for a significant period of time;
- monitor data to identify patterns of attendance and resource accordingly;
- work closely with the EWS through the EWS / Frome Vale Service Level agreement;

The Education Welfare Service will:

- Meet regularly with the Designated Safeguarding Lead to monitor levels of attendance and discuss individual pupils;
- Develop and review the Service Level Agreement;
- Provide termly comparative attendance data;
- Take appropriate legal action against parents who do not complete their statutory obligations;
- Monitor and work with cases referred by the academy;

- Monitor pupils who are missing from UK education through pupil tracking procedures;
- Support families in improving their child's attendance and punctuality

Daily attendance procedures

- When parents tell a member of staff the reason for absence it is recorded on the academy's database- Bromcom
- On the first day of absence, a phone call is made (to all available contacts) to ascertain the reason for absence if none is provided
- If no contact is made, or the school is not satisfied with the reason for absence, a home visit will be made
- If no contact is made following a home visit, EWS and any other agency working with the family (eg CYPS) will be informed for guidance and consideration will be made regarding known safeguarding issue and relevant action will be taken
- If a child is absent for more than 10 days, they will be considered 'missing in education' and an appropriate referral will be made to the local authority (in most instances this referral will be made before the 10 days)
- Where a pupil is attending school part-time (if for example they are transferring to a Special School or attending The Nest or another CLF provision) we will ensure the correct code is used.

Safeguarding

If a child is looked after, will report a child's attendance/punctuality on a daily basis to 'Welfare Call' who pass attendance information to Children and Young People's Services (CYPS) and then to the social worker.

For a Child in Need or a child with a CP Plan, the academy will inform the allocated Social Worker of attendance and punctuality issues as well as failures to collect a child from school on time.

Individual consideration will be taken, based on known family history, as to whether additional action will be taken

Persistent absence

The parent of a child who is persistently late or absent will receive a letter from the school. If the child's attendance does not improve, the parent will be invited to a meeting with the Designated Safeguarding Lead. If attendance still does not improve, the parent will be invited to meet with the Education Welfare Service.

Lateness

If a child arrives at school after the registers have closed at 9am, they will need to report to the office, where they will be asked for a reason for their lateness. The time of arrival will be recorded on the school's database.

Full , detailed procedures for attendance are in the school's Attendance Handbook.

Removal of children on roll

In order to remove a child from a school roll, schools must follow the guidance given on Deletions from the Register, which can be found in School Attendance Guidance (November 2016). Schools should liaise with the EWS and where appropriate use their 'Pupil Tracking' procedure.