



*Pupil attendance*

*Handbook*

*2025/2026*

| Action                                                                                                                                                                                                                                                                                       | Document                                      | When                                                | By Whom                                           | Roles, Responsibilities and Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>Information provided about attendance expectations when a child starts at Frome Vale at the beginning of each year, called 'Fit for Schools 95% leaflet' for children</p> <p>As an in year transfer (included in new child pack)</p> <p>Information provided to all parents / careers</p> | <p>Communication 1</p> <p>Communication 2</p> | <p>September</p> <p>On going Annually September</p> | <p>Attendance admin officer</p> <p>Admin team</p> | <p>Letter of importance including term dates and INSET days.</p> <p>Whole school letter:</p> <ul style="list-style-type: none"> <li>• importance of attendance and punctuality to all parents/carers. Should include that routine medical and dental appointments will not be authorised; treatments or consultations can only be authorised when on an emergency basis.</li> <li>• Include a pictorial representation – attendance ladder</li> <li>• Links to educations/progress</li> <li>• BCC Penalty Notice information</li> </ul> |
| Principal and DSL begin reviewing broken weeks                                                                                                                                                                                                                                               | CLF tacker and Bromcom reports                | Week 3 of new year then weekly                      | Principal and DSL                                 | Phone calls and meeting to follow up on broken weeks and the impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| Class visit the attendance board and discuss the importance of attendance          | FVA Citizen books    | Beginning of every term | Teacher and class                               | Teacher to evidence in Frome Vale Citizen book                                                                                                                                                                                                                                                                   |
| Speak to parents about attendance during parents evening                           |                      | October<br>February     | Class teacher                                   | Reinforce the school expectation.<br><br>Link to research that poor attendance is linked to poor attainment.                                                                                                                                                                                                     |
| AM and PM Registration, this is a <u>legal requirement</u> of a teacher.           | Register expectation | Twice a Day             | Teaching staff                                  | Take register within first 5 mins of lesson<br><br>If Bromcom is not working send for paper register within first 5 mins                                                                                                                                                                                         |
| Monitoring and resolving incomplete / missing registers                            |                      | Twice a day             | Office staff to inform Attendance admin officer | Ensure that daily AM and PM registers are checked and that incomplete / missing registers are chased in person.<br>Conversation with staff and line managers when needed.<br><br>Raise concern with APP/VP/P should a member of staff regularly miss their register.                                             |
| First day calling<br><br>For all pupils who have been marked absent on AM register |                      | Daily                   | Attendance admin officer                        | Priority phone calls to key children identified.<br><br>Phone call home to pupil's parent/carer/ and additional contacts to obtain reason for absence or to make parents/carers aware of absence.<br><br>If not response from parent/carer by 10am home visit arranged either by EWO/ DSL/ VP/P. Children deemed |

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|                                        |  |                    |                                      | <p>vulnerable will be prioritised.</p> <p>Registers to be updated when response received from parent.</p> <p>A call back will be carried out if parent has called in regarding sickness to determine if child could come in later.</p>                                             |
| No response on home visit on day 1     |  | Daily as necessary | DSL                                  | <ul style="list-style-type: none"> <li>- CYPS/ FIF informed (if relevant)</li> <li>- Record on CPOMs</li> <li>- 'intelligence' gathering re family- ie teachers/ other families</li> </ul>                                                                                         |
| No response on home visit on day 2     |  | Daily as necessary |                                      | <ul style="list-style-type: none"> <li>- Contact EWO</li> <li>- Set in motion 'missing in education' procedure</li> </ul>                                                                                                                                                          |
| Positive response                      |  | Daily as necessary |                                      | <ul style="list-style-type: none"> <li>- Encourage parent to get child to school if deemed child is well enough/ and unsatisfactory reason given</li> <li>- Record on CPOMs</li> <li>- Monitor the following day</li> <li>- Set meeting with parent if deemed necessary</li> </ul> |
| Monitoring and reporting on attendance |  | Daily              | Attendance admin officer / Principal | <ul style="list-style-type: none"> <li>- CLF daily update</li> </ul>                                                                                                                                                                                                               |

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| Monitoring and reporting on attendance    |                 | Weekly | VP / Family Liaison worker / DSLO | <p>Under 97% attendance report reviewed weekly using CLF tracker</p> <p>Work with teachers, family liaison work, DSLO and Admin to address persistent absences and those of high concern.</p> <p>Review CPOMs to ensure absence information has been recorded, including conversations, texts, letters and home visits.</p> <p>Ensure all parents can access communications</p> <p>Talk to parents around miss learning and show work in comparison to others</p> |
| Reward Students for attendance            |                 | Weekly | Whole school                      | <p>At end of each week, reward the class with the best attendance</p> <p>Class spinner to randomly choose children for a prize who have been 100% in the week.</p>                                                                                                                                                                                                                                                                                                |
| Reward individual students for attendance |                 | Termly | Whole school                      | <p>Assembly reward pupils with 100% attendance certificates, and at the end of the year are given medal/ trophy</p>                                                                                                                                                                                                                                                                                                                                               |
| < 97% letter home                         | Communication 3 | Termly | Attendance admin officer          | <p>Attendance admin officer to send letter to those pupils with less than 97% attendance based on tracker.</p> <p>This letter is a helpful reminder that their child's attendance could be improved.</p>                                                                                                                                                                                                                                                          |

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| EWO & DSL meeting<br>(historical PA) | Communication 4 | From term<br>1    |                                                               | Historic low attendance (PA) and<br>no sign of improvement<br><br>Broken weeks                                                                                                                                                                 |
| EWO & DSL meeting<br>(under 97%)     | Communication 4 | From term<br>2    | Attendance<br>admin<br>officer                                | Broken week report<br><br>Below 97%<br><br>Continuing fall in attendance<br>over two terms<br><br>Discuss the learning that has<br>been missed and how this has<br>impacted on their progress/peer<br>relationships/achieving greater<br>depth |
| < 97% Class teacher<br>informed      |                 | Weekly            | Attendance<br>admin<br>officer                                | Notification on CPOMs to<br>teachers with letter and<br>outcomes                                                                                                                                                                               |
| Non-attendance at<br>EWO meeting     |                 | Termly            | EWO                                                           | EWO calls the families and keeps<br>calling until contact is made<br><br>EWO may visit if further<br>exploration is required<br><br>-                                                                                                          |
| Follow up/ monitoring                |                 | weekly/Te<br>rmly | Attendance<br>admin<br>officer/fami<br>ly support<br>worker/P | If improvement happens, we will<br>monitor still<br><br>If no improvement further<br>meeting with EWO and the<br>following consider:<br><br>medical needs<br><br>Legal action - PN notice<br><br>School support                                |

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| Continued improvement                      | Communication<br>4 | As<br>necessary | Termly             | Letter goes home to acknowledge improvement in attendance and importance of continuing to work with the school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Continued unauthorised absence/<br>holiday |                    |                 |                    | Penalty notice issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Absence Request (inc<br>Holiday)           | Communication<br>6 |                 |                    | <p>Form handed out with clear explanation on reverse</p> <p>Only educational visit or exceptional circumstances are authorised—DSL/P will refuse absence if it doesn't fit into one of these categories.</p> <p>Only the Principal can authorise an absence request.</p> <p>If authorised then teacher is informed / work collected; form on file and Bromcom register updated.</p> <p>Unauthorised then Principal puts form on file; Parent to be contact by letter and advised if student taken out of school anyway, will lead to Fixed Penalty Notice.<br/>Recorded on CPOMS</p> <p>Authorised and unauthorised absence requests to be confirmed</p> <p>Parent / carer may appeal to Principal</p> <p>-</p> |
| Term 6                                     | Communication<br>7 | Term 6          | Attendance<br>lead | EWO to meet with reception parents whose attendance had been low through their first year with us. This was done with a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|  |  |  |  | view to letting them know clearly the expectation once their child was in year 1. |
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## *Attendance Codes: Descriptions and Meanings*

| <i>Code</i> | <i>Who</i>   | <i>Description</i>                                            | <i>Meaning</i>                 | <i>Guidance</i>                                                                                                                                                                                                                            |
|-------------|--------------|---------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>/</i>    | <i>All</i>   | <i>Present for AM Registration</i>                            | <i>Present</i>                 |                                                                                                                                                                                                                                            |
| <i>\</i>    | <i>All</i>   | <i>Present for PM Registration</i>                            | <i>Present</i>                 |                                                                                                                                                                                                                                            |
| <i>B</i>    | <i>Admin</i> | <i>Off site education activity (Not dual registered)</i>      | <i>Present</i>                 | <i>Used for students who are involved in a special projects, are at CLF Nest, attending another educational establishment. This mark is given by the Admin Officer once it is confirmed they are attending at the other establishment.</i> |
| <i>C</i>    | <i>Admin</i> | <i>Authorised absence other than medical / illness</i>        | <i>Absent</i>                  | <i>Exceptional circumstances absence agreed by the Principal.<br/><br/>This is counted as an authorised absence.</i>                                                                                                                       |
| <i>D</i>    | <i>Admin</i> | <i>Dual Registration—at another educational establishment</i> | <i>Attendance not required</i> | <i>Pupil is not expected to attend as they are attending a different school where they will be registered.</i>                                                                                                                             |
| <i>E</i>    | <i>Admin</i> | <i>Excluded</i>                                               | <i>Absent</i>                  | <i>Pupil has been excluded for a fixed period of time or permanently.<br/><br/>This is counted as an authorised absence.</i>                                                                                                               |

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| G | Admin       | Family Holiday—not agreed or days in excess of agreement | Absent  | <p>The academy does not authorise family holidays, all pupils who are absent and we believe it is for a holiday will be given this mark by Admin.</p> <p><i>This is counted as an unauthorised absence.</i></p>                                                                                                                          |
| H | Admin       | Family Holiday—Agreed                                    | Absent  | <p>Under very exceptional circumstance the Principal may agree a family holiday in term time.</p> <p><i>This is counted as an authorised absence.</i></p>                                                                                                                                                                                |
| I | Admin       | Illness (Not medical apt)                                | Absent  | <p>Will only be used if the parent has confirmed that the pupil is ill via a phone call. Teacher should have a follow up conversation on their return.</p> <p><i>This is counted as an authorised absence.</i></p>                                                                                                                       |
| L | Cath Archer | Late arriving                                            | Present | <p>To be used for pupils who arrive after 9am. This will be input by Admin after [enter appropriate time for your academy].</p>                                                                                                                                                                                                          |
| M | Admin       | Medical Appointment                                      | Absent  | <p>Used for pupils who have attended a medical or dental appointment. Admin team should follow this up requesting a note from home or a copy of the appointment card / letter. Only emergency appointments or appointment with specialists should be made during school time.</p> <p><i>This is counted as an authorised absence</i></p> |
| N | All         | Student is not in the class                              | Absent  | <p>This mark is made by the teacher when taking the register if they are not in the classroom.</p> <p><i>This will be updated once contact has been made with the parent by Admin or teacher.</i></p> <p><i>All Ns should have been accounted for before</i></p>                                                                         |

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|   |       |                                                            |         | <p>the end of the week.</p> <p><i>This is counted as an unauthorised absence</i></p>                                                                                                                      |
| O | All   | Unauthorised Absence                                       | Absent  | <p>Pupil is absence from school for any purpose other than those listed here.</p> <p><i>This is counted as an unauthorised absence</i></p>                                                                |
| P | Admin | Participating in a supervised sporting activity            | Present | <p>Pupil is representing the academy in a sporting activity or are taking part in a coaching session.</p> <p>Activity must be being supervised by some authorised by the academy.</p>                     |
| R | Admin | Religious observance                                       | Absent  | <p>Pupil is absent to observe a religious event that is set apart for religious observance by the religious body to which the parents belong.</p> <p><i>This is counted as an authorised absence.</i></p> |
| T | Admin | Traveller Absence                                          | Absent  | <p>Used when a pupil from a Traveller family is absent whilst family is travelling for occupational purposes.</p> <p><i>This is counted as an authorised absence.</i></p>                                 |
| U | Admin | Late after registration closed 9.30 (AM/PM registers only) | Absent  | <p>Pupil arrived after the AM or PM register closed.</p> <p><i>This is counted as an unauthorised absence.</i></p>                                                                                        |
| V | Admin | Educational visit or Trip                                  | Present | <p>Pupil is on a school organised trip or attending an educational activity from an approved organisation authorised by the Principal.</p>                                                                |

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| X | Admin | Non-compulsory school age | Attendance not required | Used to record the absence of a pupil who is not of compulsory school age (i.e. under 5 or over 18).<br><br>Only applicable to Primary and Post 16.                                                                                           |
| Y | Admin | Enforced Closure          | Attendance not required | Used to record attendance when academy has been forced to close or practically close due to unavoidable circumstances (i.e. adverse weather, building being unsafe).<br>Also used if the pupil can't attend due to unavoidable circumstances. |