

# LYCÉE INTERNATIONAL DE LONDRES

## WINSTON CHURCHILL

(The “School”)

### Policy #14: Attendance & Absences

#### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate students to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

#### **Introduction**

Monitoring absences of pupils is one of the ways the school fulfils its duty of safeguarding children. Parents have the primary responsibility for ensuring that children of compulsory school age (i.e. 5 to 16 year olds) receive a suitable education, either by regular attendance at school or otherwise. It is the responsibility of local councils' education departments to ensure that parents meet these responsibilities.

The Head of School is required to report truancy to Brent Council Education Welfare Service. If a pupil fails to attend regularly or has been absent for a continuous period of two school days and the absence is treated as unauthorised, the Head of School will contact the parents to draw their attention to the fact that their child has been missing school without a reason. Such absence will be "unauthorised" absence from

school and it is unauthorised absence from school which carries with it the risk of prosecution.

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## **1. Student registration**

The Head of School is required to maintain two registers: an admission register (also known as the School roll and which contains a list of all the pupils registered at the School); and an attendance register. In addition, an attendance check is taken at the beginning of each class. For each student, the register must be marked either as present, engaged in an approved educational activity away from the School site or absent. If the student is absent, the register must say whether or not the absence has been authorised by the School. The Head of School is assisted by the Head of Secondary School, the Head of Primary and Deputy Head of Pastoral who records attendance. Both the classroom teachers report directly to the Head of Secondary or the Head of Primary. The DH of Pastoral, assisted by the Pastoral team, is in charge of contacting parents as soon as a student is absent without having been notified beforehand.

All absences, regardless of the cause or explanation, will be noted in the attendance register and their number will be noted in the student's file as well as on report cards.

## **2. Responsibilities of parents**

If your child is 5 years old or more, it is your responsibility to ensure that he or she attends school regularly. If a child does not attend regularly, the School will work closely with parents to resolve the problem. Under English law (Education (Penalty Notices) (England) Regulations 2004 (SI 2004/181), parents found guilty of school attendance offences could be subject to a fixed penalty decided by Brent Council.

## **3. Authorised and unauthorised absences**

3.1 An authorised absence is one for which the School has accepted as satisfactory an advance notice from family or an explanation offered afterwards. Examples of

authorised absences are: sickness, medical or dental appointments, the taking part in a day of religious observance, family bereavement or other exceptional family event, participation in exceptional athletic or artistic event. In case of absence, the family must notify the School in writing as soon as possible (for this purpose you may email the reason for your child's absence). In order to keep an accurate record of students' attendance, the school uses Pronote (a specific online communication system).

3.2 It is the responsibility of parents to provide an explanation for any absence of their pupil. However, it is the responsibility of the School to ensure that pupils attend classes regularly and can progress and develop physically, intellectually and emotionally. Excessive absences may be questioned by the Head of School (or representative), as well as unexplained or unjustified absences.

3.3 Absences at official exams may have serious consequences and are subject to specific procedures. Parents/carers and students are informed of these ahead of the exam session.

#### **4. Informing families**

It is the duty of the School to monitor and control school attendance. If a pupil is absent without notice from the family, the School staff will contact the family immediately. The DH of Pastoral or the Head of Primary or Secondary (or their team) will contact the parents of a child whose records show unauthorised or excessive absences to resolve the problem.

#### **5. Holidays**

The School does not approve of families taking their children out of school on term days to go on holidays. If parents and carers intend to take their child out of the school for a family event during term or directly before or after official breaks, the family must request permission in writing from the Head of School well in advance. This will only be granted in very exceptional circumstances. School holidays are designed to provide regular and healthy breaks for students every 6-7 weeks and ensure a balanced life. Families are then responsible for their child keeping up with the class progression and turning in any required classwork. In such a case, communication with teachers is paramount and the sole responsibility of the family.

## 6. Recording Absence Figures

Each year, the School is required to submit to the DfE details of its level of absence. It is also required to state how many half days were missed due to explained or unexplained absences.

## 7. General information:

This document has been drawn up under Part III (17) of The Education (Independent School Standards) (England) Regulations 2010 ( as amended by the Independent School Standards Regulations 2012 and the Independent School Standards Regulations 2014) to clarify the policy of the School to inform parents, guardians and pupils of what that policy is. It is not intended to extend or alter the contractual or other legal rights that exist between the School and parents, guardians or pupils. The contents of this document are statements of intent made in good faith, but are not intended to be legally enforceable.

This policy has taken into account the [Children missing education 2022](#) guidance, September 2022.

Policy created in January 2015

Reviewed in:

- March 2023
- January 2023
- February 2019
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