



Falkner House Attendance Policy

Reception – Year 6 including EYFS

The following policy is available on the Falkner House website and is sent to all parents of new pupils as they start. All parents are reminded of it at the beginning of each school year and parents and children are consulted before the policy is reviewed. Please note that the Local Authority has the right to examine and take extracts of attendance registers.

Legislation and Guidance

This policy is based on the DfE's statutory guidance Working Together to Improve School Attendance:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance-2024> and the following legislation:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations
- Keeping Children Safe in Education 2025
- Equality Act 2010
- UN convention on the Rights of the Child
- EYFS Statutory Framework (2025)

Attendance Officers (AO)	Lavinia Stephenson (Penywern Rd)	Rachel Boyd (Brechin Place)
Senior Attendance Champions (AC)	Eleanor Dixon (Penywern Road) Office20pr@falknerhouse.co.uk	Flavia Rogers (Brechin Place) office@falknerhouse.co.uk

Policy reviewed on 11th September 2025.

Date of next review - no later than 11th September 2026



Aims

Falkner House supports parents in their legal duty of ensuring that their children of compulsory school age attend Falkner House regularly and punctually. We are committed to work with parents to improve school attendance through our whole-school culture and ethos that values good attendance. We:

- Set high expectations for the attendance and punctuality of all pupils (we would expect regular attendance levels to be c.95%);
- Promote good attendance;
- Make every attempt to reduce absence, including persistent and severe absence;
- Make every attempt to reduce lateness, including persistent and severe lateness;
- Ensuring every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence.

To manage and improve attendance effectively, Falkner House will:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe, or where there is a pattern of dropping attendance levels.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.
- Expect parents to proactively work with us in the case of children who have excessive unauthorised or authorised absence including any attendance contract or attendance support plan.



Attendance Register See Appendix 1 for the attendance codes.

Falkner House keeps an electronic attendance register which includes the full name and date of birth of each pupil in the school. The registers are backed up electronically each month and are retained for six years. The attendance register is taken each day at the start of the first lesson and closes no more than 30 minutes later. The register is also taken at the start of the first lesson after lunch and closes no more than 30 minutes later. The register marks whether every pupil is present or absent. If a pupil is absent, the register will be marked with the relevant code from the list in Appendix 1.

Contacts

All attendance queries and absence notifications should be addressed to the relevant school office:

FHG office@falknerhouse.co.uk
0207 373 4501

FHB office20pr@falknerhouse.co.uk
0207 373 2340

Planned Absence

Attending a medical or dental appointment is classed as an authorised absence if Falkner House has been notified in advance of the appointment. However, we ask parents to make medical and dental appointments out of school hours where possible and if this is impossible, the pupil should be out of school for the minimum amount of time necessary.

Unplanned Absence

The pupil's parent/carer must notify Falkner House on the first day of an unplanned absence by 8.00am or as soon as practically possible. Absence due to illness is marked as authorised unless we have a genuine concern about the authenticity of the illness. Where the absence is longer than **five** consecutive school days or if the authenticity of the illness is in doubt, Falkner House may request to see medical evidence, such as a doctor's note, prescription or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If Falkner House is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.



Approval for Authorised Absence

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see above)
- Religious observance – where the day is exclusively set apart by the religious body to which the pupil's parents belong.

Aside from the above, Falkner House only grants leave of absence to pupils during term time in '**exceptional circumstances**'. This is granted at our discretion and is generally on compassionate grounds. Any request must be made in writing to the headteacher and in advance. When considering such requests, we take into account the specific facts, circumstances and relevant context.

Following Up On Absence

If a child is absent without prior notice or stops attending, Falkner House will:

- contact their parents as soon as practical on the morning of the absence to ascertain the reason. If we cannot contact any of the pupil's emergency contacts, we may make a home visit or contact the police for a welfare check.
- confirm whether the absence is approved and allocate an attendance code accordingly.
- provide the Local Safeguarding Children Partnership via the relevant attendance teams e.g school.attendance@rbkc.gov.uk or schoolattendance@westminster.gov.uk with the name and address of any pupil of compulsory school age who:
 - fails to attend school regularly
 - has been absent without explanation (unauthorised absence) for a period of **ten** continuous school days or
 - has missed or will miss **15** days consecutively or cumulatively because of sickness. Only one sickness return is required for a period of sickness in a school year.
 - has had or will have **10** days of continuous unauthorised absence or failure to attend regularly.
 - is absent from school more than they are present.
 - has unknown or unclear whereabouts and circumstances for a continuous period of 20 school days (bi-borough Missing.Education@rbkc.gov.uk 020 7745 6448)
 - Where absence intensifies, so should the support provided, and Falkner House will work in tandem with the local authority, medical experts and other relevant partners:
- If the needs and barriers are individual to the pupil this may include provision of mentoring, or where appropriate an education, health and care plan, support for education at home, home visits etc.
- Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
- Where engagement in support is proving challenging, Falkner House will hold more formal conversations with the parents. This is likely to be led by the AC. These meetings should clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in

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future, but should also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available.

Actions for Persistent Absence

Persistent absenteeism is defined as missing 10% or more of school days throughout a termly period.

- Mitigation will be given to those who have to visit senior schools or particular extenuating circumstances which have been communicated to the school and agreed upon.
- For students with attendance falling below 90%, and with absences outside the mitigating circumstances outlined, the school can initiate a formal process that may include meetings with parents, developing an Attendance Support Plan. Failure to engage in the support process may lead to referrals to local authority attendance services (spaul@westminster.gov.uk 07852 206 544 or Charlotte.Auguste@rbkc.gov.uk 07976 060213)
- Expected absence should be no more than 5%

Monitoring Absence

The AOs at Falkner House will undertake regular data analysis to look at patterns across Falkner House. Such analysis by the AOs may include:

- monitoring and analysing historic and emerging attendance patterns and trends
- individual level analysis to identify children and families who need support so that the AC and staff can focus on developing targeting support and actions for those cases;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented;

Children leaving during the School Day

Children that are required to leave school premises during the day are signed out of and back into school in a separate register held by the Office.



APPENDIX 1: ATTENDANCE CODES

The following codes are used on the daily registers and are taken from the DfE's guidance on attendance:

Code	Description	Explanation
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed

Code	AUTHORISED ABSENCES	
J1	School Interview	Pupil has an interview or examination at a prospective school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness	Pupil is unable to attend due to illness
B	Attending an approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity
P	Attending an approved educational sporting activity	Pupil is attending a place for an approved educational activity that is a sporting activity

Code	UNAUTHORISED ABSENCES	
G	Holiday	Pupil is absent on a holiday not approved by the school
N	Reason not yet established	Reason for absence has not established before the register closed
O	Unknown absence	No reason for absence has been established
U	Arrived after registration closed	The pupil arrived late, after the register closed but before the session ended

Please note: there are additional codes on the DfE attendance guidance, however, the codes above are the ones used most regularly at Falkner House.