

École Française de Bristol



Attendance Policy

Last review date:	March 2024
Next review date:	March 2025

DAY RELEASE CLASSES

Why good attendance is important:

- Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them.
- The day attended at the Ecole Française de Bristol ("the School") is a school day « like any other ». English/partner schools require that we let them know of any absence of one of their pupils during school hours: they remain responsible for their pupils educated "off-site". If a child is absent, the partner school (main primary school) must be notified and a reason given for the pupil's absence.

How do we promote good attendance?

We promote good attendance and punctuality by:

- Ensuring children attend for the expected hours (9 am until 3.30 pm)
- Requiring parents to inform the School if their child is going to be late or absent and the reason for it
- Communicating with parents and following up on non-notification of absences
- Monitoring children's attendance
- Consistently following up poor attendance and punctuality
- Working in liaison with partner schools regarding attendance concerns

Procedures for parents

Parents are required to email us at **enquiries@ecolefrancaisedebristol.org** or to call us on **0117 969 2410 by 9.15am** if their child is sick, attending their main primary school or absent for part or all of the day, if their child is going to be late (arrival after 9.20 am) and if their child is likely to leave before 3.30 pm.

Parents must let their child's teacher know of any foreseeable absence in advance, in writing.

Parents **must** state a reason for absence.

If a child is going on holiday, parents must obtain the main primary school's consent in writing. We **do not** authorise absences for holidays/long weekends etc. The **only allowable** reasons for absence at the Ecole Française de Bristol are illnesses, medical appointments or attendance at the main primary school.

Procedures for staff

A member of staff will accurately record any absences or lateness.

They will input the reason for the child's absence (attending English school / early pick-up / illness/ injury / inset at English school / late arrival / medical appointment / travel / other reason).

All parents should be made aware of the expectation that the School should be notified on the first day of absence. If a child is not in School by 9.30 am and the School has not received notification for the absence or lateness, the School will contact the family by telephone to find out the reason for the absence.

Staff must be alert to patterns of absence that may indicate wider safeguarding concerns (e.g. neglect, radicalisation, FGM etc.). Any concerns should be reported to the Designated Safeguarding Lead or her deputy who will also contact the child's main primary school.

Links with partner schools: Every morning, we email (bcc) the list of partner schools for each class, detailing the list of absent pupils and the reason for their absence (if we are not able to contact parents, this is also notified to their main school). Should a pupil not be on the list, then s/he is attending the French School as expected. We have obtained explicit written consent from parents to use this system. The email is sent in the morning, before 10am. For GDPR reasons, we only use the child's first name and initial of their surname.