



## Registration and Attendance Policy

Reviewed by the Proprietor, September 2018

## Introduction

For pupils to benefit fully from the opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration can increase the risks of educational under-performance, which can negatively affect personal and social development among pupils. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by parents and staff.

## Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the School, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:

- Staff and parents are aware of, understand and can comply with statutory regulations and School rules governing attendance;
- Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality.

## Statutory Framework

The legal framework governing school attendance is summarised in **School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2016), published by the Department for Education (DfE).**

## Responsibilities of parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and ability (and to any special education needs they may have)

Parents are responsible for informing the school on any occasion when their child is unable to attend school due to illness, providing the reason for non-attendance. This should be done by emailing or telephoning the School Office as far as possible in advance and by the very latest early in the morning of the day of the absence.

Parents wishing to take their child out of School for other reasons must seek authorization for the absence from Management by completing an absence request form (see appendix), available from the School Office.

Parents are requested to make any family holiday arrangements during the school holidays as it is to a child's disadvantage to miss any time off school. Permission would normally be granted for medical appointments, examinations, visits to future secondary schools and family emergencies. Other absence is only authorised under exceptional circumstances. Management will either authorise the requested absence or inform the parent that their request will be recorded as "Holiday absence – not approved" or "Unauthorised absence" depending on the reason for the absence.

### **Responsibilities of the School**

The School has a legal responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once at the start of the second (afternoon) session. Every entry in the School Register must be preserved for a period of one year after the date on which the entry was made.

The School will also inform the Local Children's Safeguarding Board, as appropriate, immediately if:

- A single absence raises child protection concerns (see the Safeguarding and Child Protection Policy);
- A pupil has ten days of unauthorised absence in a school year (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

### **Registration Procedure**

Class Teachers have primary responsibility for registering the children in their class in the morning and afternoon.

The morning registration can commence at 8:45am and pupils should be registered by 9:00am.

Class Teachers must register children as present or absent. Only children who are actually in the classroom at the time of registration should be marked as present, even if the teacher has already seen the pupil in school earlier in the morning.

The School Office will check each day that the registers have been completed and will notify class teachers of any gaps in the daily registers.

If a pupil appears to be missing from afternoon registration but was present during morning registration, then the procedure for what to do when a child goes missing should be followed (See Safeguarding policy).

## Procedure for following up absence

The School Office staff will follow up any absences promptly to ensure that all pupils are accounted for.

If a pupil is absent, the class teacher must identify the code to be entered in the School Register. These are as follows:

KEY	O	L	C	E	H	M	R
	UNAUTHORISED ABSENCE	BEFORE CLOSE OF REGISTER	OTHER CIRCUMSTANCES-BERAVEMENT ETC	EXCLUDED	HOLIDAY	MEDICAL/DENTAL APPOINTMENTS; CONFIRMED SICKNESS)	RELIGIOUS OBSERVANCE

## Procedures for following up lateness

### Late arrivals

The school doors will open at 8:45am and children should then make their way to their classrooms for registration.

If a pupil arrives in the classroom after 9:00am, he/she is late and should be marked as late on the register.

Parents will receive calls enquiring about absences from 9:30 onwards

For serious concerns regarding lateness or non-attendance, the Proprietor will ask the parents to come into school for a meeting.

In any cases where a pupil has ten days of unauthorised absence during the academic year (other than for reasons of sickness, confirmed by medical evidence) or where a single absence or repeated absences raise safeguarding or child protection concerns, the **Designated Safeguarding Lead, Maria Frost** will contact the local Children's Services (see the Safeguarding Policy).

**Review Date : March 2019**

## Appendix



### **Request for Absence of Pupil From School**

Requests for absence will only be accepted in exceptional circumstances. Please state your reasons for requesting absence below. Absence not agreed by Management will be recorded as unauthorised. Management and Teachers regularly monitor such absences and will request a meeting when this is deemed necessary.

#### **Government Directive**

You are required under the Education Act (1996) to ensure your child attends school regularly. Leave of absence is only granted in exceptional circumstances during term time. Schools should not authorise absence if they believe it is to the detriment of a student's education, or if it is during the examination periods. Before completing this application we would ask that you consider how the absence will affect your child's education. National statistics show 10 days absence in an academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some may choose to do this.

The Government advises that any refusal of leave must be recorded as unauthorised absence on the student's records. As you may be aware, an accumulation of unauthorised absences may result in either a Fixed Penalty Notice or legal proceedings against you at the Magistrates' Court. Le Hérisson will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate.

**It is the parent/carers responsibility to ensure you receive confirmation from Le Hérisson before the trip is taken. Do not assume permission has been granted if you have not received written confirmation. Permission cannot be given retrospectively.**

This form should be complete by the parent or carer of the pupil and returned to the school office in advance.

**I request that (name of pupil(s)) \_\_\_\_\_  
in the (state classroom) \_\_\_\_\_ be granted leave of  
absence from school from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.**

Please give reasons that your child needs to be absent from school.

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Name	Signature	Date
Management	Signature	Date
Approved	Yes	No