



Purpose of this Document

The school will at all times promote best practice to ensure the safety and wellbeing of its pupils. A school's attendance records are important in promoting effective pupil attendance management. The law requires regular attendance by pupils registered at school and correctly completed registers are a compliancy and a Health and Safety requirement.

The policy, agreed by the Board of Governors, is distributed to all relevant staff. Further copies of the policy are available from the School Office/Headteacher on request.

Aims and Objectives

- To encourage pupils to arrive between 8.30am and 8.50am in readiness for registration at 8.55am.
- To ensure safety of all pupils, no one should arrive before 8.30am unless registered for the 'Earlybird' sessions, which commence at 8am until 8.30am, or for the Breakfast Session which commences at 7.30am.
- To fulfil statutory requirements.
- Safety for children.
- Monitor attendance, which may reflect upon pupil performance.
- To identify significant patterns of attendance.
- To ensure correct fire drill procedure.

Procedures

The attendance register will be taken by the class/form teacher at 8.55am and again at 1.30pm, by the class teacher for the Nursery and pre-prep and by the subject teacher for the Prep department of the school. Once the register has been taken it must be returned the Receptionist before the start of the next session which may be a lesson or an assembly.

Attendance will be recorded with an oblique black stroke, with a stroke in reverse direction for the afternoon session (pencil **MUST NOT** be used).

Authorised absences will be recorded as red ○ with the following code in black, inside to record the reason.

	C	Circumstances to be specified	
Holiday			H
	I	Interview	
	M	Medical (doctor, dentist, hospital)	
	V	School visit	
	R	Day of religious observance	

- No correction fluid should be used. If a mistake is made which cannot be corrected clearly in the given space, a note should be written clearly in the space below the pupils' names.
- Any telephone messages received regarding child's absence will be written on a blue form and attached to, or placed inside, the register. A note will also be added to the school Outlook calendar.
- Class/Form teacher is required to sign this form and return it to the Receptionist attached to the register.
- If a child has not arrived by 9.15am and there has been no message from the parent/carer it is the responsibility of the Receptionist to telephone home to ascertain the reason for non-attendance.

- If it is not possible to find the reason for the absence from the first number all of the contacts numbers will be tried and messages left. If there is still no response an email will be sent. The process is repeated until an answer is provided. If there has been no response by 9.30 then the Head will be informed and the matter will be followed up as a potential Child Protection issue.

Authorised absence

- Medical, Dental, Hospital Appointment – no absence needs to be recorded if a pupil is present for registration but has a medical appointment later or goes home due to illness in that session (i.e morning or afternoon). The pupil must be signed out by the parent before leaving the School. This book is kept by the Receptionist in the Entrance Hall.
- Holidays – parents are strongly encouraged not to take holidays during term time and permission from the Headteacher must be sought in advance. Only in exceptional circumstances will the Headteacher agree to an absence for holiday reasons and a note will be made on the internal Outlook calendar.
- Circumstances – Bereavement, weddings etc, exams e.g. music, ballet.

Unauthorised absence - record as a red O.

Lateness – circle in red with diagonal stroke in black. Any pupil not present when the register is taken but arrives later than that will be marked late.

- If a child arrives after the register has been taken and returned to the Receptionist in the entrance hall, the child must go to the Receptionist where s/he will be registered and marked in as late. Any child coming to school after 9.15am will be signed in, in the book (“Pupils in and out”) located in the Reception. They should also be marked in late in the register.

Other

- Any child leaving school during the day for an appointment e.g. dental, will be signed out, and where applicable back in, in the pupils signing in and out book located in the Entrance Hall.
- Letters and completed forms explaining absence will be kept for a minimum of one year in pupil folders.
- The class/form teacher will complete the total attendances grid for each week, which appears at the bottom of each page, weekly.
- The class/form teacher will monitor absence and lateness during the term. There will be a termly review and class/form teachers will report the results of the review to the Headteacher. Attendance for the whole academic year is noted on the end of year report that is sent home. The Headteacher will contact the parents if there are concerns.
- Registers are kept in a locked drawer in the Entrance Hall. A key to this cabinet is kept in the School Office by the school secretary.
- Registers will be available during school hours for inspection.
- Completed registers are stored for three years.