



**SCHOOL REGISTRATION AND ATTENDANCE POLICY**

**1. INTRODUCTION**

Good attendance is essential as it has a direct influence on pupil attainment and their access to a broad and balanced curriculum. It is also important that children develop positive attitudes to punctuality and attendance in the primary school so that these attitudes serve them well through their secondary schooling and on into the workplace. The school actively discourages late arrival since this is disruptive both for the individual pupil and the class.

We aim to encourage good attendance and punctuality by:

- Providing a stimulating and caring learning environment for the pupils;
- Developing relationships with parents, which enable them to value primary education;
- Encouraging staff to set good role models in terms of punctuality and attendance at the beginning, and throughout, the school day;
- Focusing upon punctuality and commitment in appropriate aspects of Personal, Health and Social Education and Citizenship;
- Monitoring pupil punctuality and attendance, and responding when necessary;
- Informing parents of persistent lateness;
- Implementing government regulations amended in September 2013 regarding Leave of Absence: The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

**2. LEGAL FRAMEWORK**

**Responsibilities**

The governing body is responsible for ensuring the registers of pupil attendance are properly kept. The Head Teacher is responsible for ensuring that the registration process is properly carried out. The teaching staff have delegated responsibility for completing the registers including:

- Keeping and maintaining the attendance register;
- Recording each pupil's presence or absence at the start of each morning and afternoon session;
- Making all register entries clear.

The Administrative Assistant is responsible for collating registers and producing attendance data for analysis by the Head Teacher and the governing body.

All schools must distinguish between authorised and unauthorised absences for pupils of compulsory school age. School prospectuses must include information on the rates of unauthorised absences.

**Authorised/ Unauthorised Absence**

Within the context of the law it is the Head Teacher's responsibility to approve/authorise absence from school. Authorised absence will be granted for:

- Education off site
- Exclusions

- Annual family holiday agreed within the limits identified below
- Attending interviews
- Medical and dental appointments

Attendance marks will be given for:

- Approved sporting activity
- Religious observance
- School organised educational visits
- External examinations e.g. Instrumental examinations
- School transition visits

## **2. INFORMATION TO PARENTS**

Information to parents regarding the times of school session and school holiday dates, including school inset dates are included in the school prospectus and issued to parents annually with plenty of advance notice. School holiday dates can also be found on the Warwickshire County Council website. The need for attendance and punctuality is set out initially in the prospectus and is reinforced regularly through the school newsletter. Particular attendance issues and concerns regarding unauthorised absences are brought to the attention of parents by the Head Teacher.

As part of the school's reporting to parents process at the end of the school year, parents are sent a print out of their child's attendance including reasons for absence and the percentages in their annual report.

### **Parental Responsibility**

All children of compulsory school age (five to 16) should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at All Saints', parents have the primary legal responsibility for ensuring that their child attends regularly.

Parents play an integral role in the delivery of education. It is essential that school staff know who has parental responsibility. Data Collection sheets are sent home via the child at the beginning of the new school year in order to update the school records. It is the parents' responsibility to contact the school to update details if contact details or family circumstances change

## **3. MAINTAINING REGISTERS**

The school doors open at 8.45 am and children are expected to be ready for registration at 8.55am.

The children are escorted back into the school building by the Midday supervisors in time for afternoon registration which is at 1.15 pm for KS1 and 1pm for KS2.

The school uses a computerised registration system using the batch manual entry system. Attendance sheets are marked at the beginning of morning and afternoon sessions.

Reasons for absence (if known) are marked on the registers using the appropriate code. The codes are listed within the registers. Any notes received explaining absences are kept and filed. Registers are returned to the school office by 9.15am and 1.30pm daily.

## **4. MONITORING**

### **Attendance**

Parent(s) have a legal duty to ensure that their child receives a full-time education (section 7 Education Act 1996).

The Local Authority also has responsibility under sections 444, 444A and 444ZA of the Education Act 1996 to enforce attendance at school through issuing of penalty notices.

Failure to secure a child's regular attendance at school may be a criminal offence under Section 444(1) or 444(1A) of the Education Act 1996. If a leave of absence is not authorised this could result in:

- The issue of a Fixed Penalty Notice to a parent (£120.00 fine to be paid within 28 days of issue, which reduces to £60.00 if paid within 21 days); or
- A criminal prosecution against a parent.

Staff monitors attendance daily, checking parent communications for absent children. It is acceptable to receive communication regarding absence via telephone, email, and letter or in person. Patterns of absence are noted by the class teacher, who will report to the Head Teacher who may contact the parents.

The Head Teacher writes to parents requesting an explanation for absenteeism when one has not been received. The Head Teacher sanctions authorised absences and the Governing Body sanctions requests for holiday leave as appropriate.

### **Punctuality**

The school day begins at 8.55am. Children arriving after the school doors have closed should enter school via main reception. They should report to the Administrative Assistant and complete the late book, adding a reason for lateness. Morning registration time is 8.55am for all children and is 1.15 for Key Stage 1 and 1.00 for Key Stage 2 in the afternoon. Any child arriving 10 minutes after registration time is recorded as late (L). i.e. 9.05 am for all children in the morning, 1.25 pm for Key Stage 1, 1.10 pm for Key Stage 2 in the afternoon.

Registers close 30 minutes after registration time at 9.25 am for all children in the morning and at 1.45 pm for Key Stage 1, 1.30 pm for Key Stage 2 in the afternoon. Any child arriving more than 30 minutes after the start of the session will be marked as late after the register has closed (U). Where a child is persistently late whether this is recorded as (L) or (U), the Head Teacher will ask to meet with parents/carers. Times of arrival, and reasons for late arrival, will be recorded as this information, along with registers, are legal documents and may be used, as with absences, in prosecution purposes.

## **5. NON ATTENDANCE AT SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES**

The Education (Pupil Registration) (England) (Amendment) Regulations 2010, regulation 6(5) reads as follows:

(5) The exceptional circumstances in which a pupil may be marked as unable to attend are where:

(a) the school site, or part of it, is closed due to unavoidable cause at a time when pupils are due to attend; or

(b) a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

The amendment sets out the circumstances which would justify schools' use of the relevant attendance code (Y code), without itemising every conceivable kind of emergency that would count as exceptional circumstances. Head Teachers should use their discretion about when to apply the Y code, while exercising that judgement within the parameters of the amended regulation.

## 6. LEAVE OF ABSENCE INCLUDING HOLIDAYS DURING TERM TIME

The government have issued new regulations in September 2013 regarding Leave of Absence: The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

- Head Teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised and legal action.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1990.

Each application for A Leave of Absence will be considered on a case by case basis and on its own merits.

## 7. SPECIAL CIRCUMSTANCES LEADING TO REQUESTS FOR ABSENCE

Authorised absence may be considered and granted for the following

- 1) A wedding of a close relative
- 2) The participation in a sporting event which the child is the participator and has been invited to attend. Information regarding the time, location and participation in the event is required to be submitted to the Head Teacher.
- 3) Where parents are considering emigration and wish to visit the country as part of their consideration
- 4) Funerals of close relatives
- 5) Service personnel returning from a tour of duty abroad.

Parents wishing to request leave of absence should complete and submit an 'Application for leave of absence for a school pupil in term time in exceptional circumstances only', form'.

Applications for leave can only be made by the resident parent.

## **8. PENALTIES**

The Governing Body follows the local authority and Attendance Compliance Enforcement Service policy on issuing unauthorised absence penalties.

Unauthorised absence from school should not be taken. If they do so, parents are committing an offence and, in certain cases, may be subject to a Fixed Penalty Notice or prosecution. (Warwickshire County Council website May 2012)

This policy was reviewed and developed in conjunction with the Education Act 1996, the Department of Education website September 2013 and the Attendance, Compliance and Enforcement Service.

Date reviewed May 2016

Agreed by the Full Governing Body May 2016

Next review April 2019