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# Reading School

## Attendance and registration policy

### Responsibilities

Governors Committee EXPC

### Audit Control

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# Attendance and registration policy

## Document Control and Approval

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1.0	Jonathan Hitchinson	Policy created		
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### Responsibilities

Job title	Responsible for;
Headmaster	Policy Owner
Chief Operating Officer	Policy Overview
EXPV	Committee Responsible

### Policies Linked

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### Forms Linked

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### Staff that need to sign

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# Attendance and registration policy

## Background

[The Education \(Pupil Registration\) Regulations 2006 SI 2006/1751](#) and amendments thereto make provision for admission registers and attendance registers of pupils. Regulations on the granting of leave of absence for pupils were tightened with effect from September 2013, particularly in relation to parental requests for leave of absence in term time for family holidays. Parents may not authorise absence; only headteachers or those authorised by the headteacher can do this. Schools may authorise any absence but inappropriate use can be just as damaging to a child's education as unauthorised absence. Since all absences are to be treated as unauthorised unless and until schools agree on a satisfactory explanation, it is clearly important that schools have procedures, consistently applied, for chasing up explanations and amending registers.

[The Education Act 1996](#) requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. The 'otherwise' includes home education; (the right of parents to do this was established in a famous legal battle between Norfolk local authority (LA) and two parents who wanted to educate their child at home).

## Introduction

The staff of Reading School are committed, in partnership with the parents, pupils and governors, to building a school which serves the community commendably, and of which the community is proud.

All pupils benefit from regular school attendance. To this end we will do all we can to encourage parents to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

## Expectations

### **We expect that all pupils will:**

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the day;
- discuss promptly with their form tutor/class teacher or Head of House, any problems that deter them from attending school.

### **We expect that all parents who have day to day responsibility for the children and young people will:**

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;



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- contact the school on the first day of the child's absence and everyday the child is absent until they are back at school
- contact the school promptly whenever any problem occurs that may keep the child away from school.

### **We expect that school staff will:**

- keep regular and accurate records of attendance for all pupils, a register is taken for every timetabled lesson;
- monitor every pupil's attendance;
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence;
- follow up all unexplained absences to obtain notes authorising the absence,
- encourage good attendance
- provide a welcoming atmosphere for children; provide a safe learning environment; provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents of pupils who are not attending regularly, express their concern and clarify the school's expectations with regard to regular school attendance;
- refer irregular or unjustified patterns of attendance to the Education Welfare Service;
- meet, where possible, the requirements of the UN Convention - The Rights of The Child, by ensuring that children are consulted in all decisions that relate to them.

## Encouraging Attendance

Reading School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by responding promptly to a child's or parent's concerns about the school or other pupils;
- by marking registers accurately and punctually during the day. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded as an unauthorised absence/ late mark and the students have to sign in at the student services
- by publishing and displaying attendance statistics;
- by celebrating good and improved attendance;
- by monitoring pupils, informing parents in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Service if the irregular attendance continues.

### **Family holidays**

Regulation 7 of the Education (Pupil Registration) (England) 2006 Regulations was amended in 2013 to prohibit headteachers or 'proprietors' at maintained schools from granting leave of absence to a pupil except where an application has been made in advance and the headteacher considers that there are exceptional circumstances relating to the application. Term-time holidays would not be



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considered to be exceptional. It is, however, for schools to determine whether or not they agree to a family holiday during term time.

### Responding to Non-Attendance

When a pupil does not attend school, we will respond in the following manner:

- On the first day of absence, if no email is received from the parent by 11 a.m. the school will endeavour to contact them that day.
- If there is no response, the school will continue to try to contact the parent. If by the end of the second day, there has still been no contact made, the school will send a letter of concern to parents or invite them into school to discuss their concerns.
- 10 day's absence: Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. The school will include details of the action that they have taken.
- Failure to comply with the expectations set by the Education Welfare Service may result in further action, an application for an Education Supervision Order, or court prosecution.

### Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform Reading School staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

### School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

**Headmaster, Governors and designated member of school staff with overall responsibility for attendance to:**

- adopt the whole policy;



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- ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- initiate a scheme for contacting parents on the first day of absence;
- ensure that key staff have time-tabled periods for liaison and follow-up work with the Education Welfare Service and appropriate access to attendance data;
- consult and liaise closely with the Education Welfare Service on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- to work in close collaboration with the Education Welfare Service during their termly/half termly register analysis;
- monitor and evaluate attendance with the Education Welfare Service.

### Heads of House:

- to oversee the registration process and ensure that registers are completed accurately and punctually and to liaise with Assistant Head (KS3 and 4);
- to liaise with the Education Welfare Service regularly;
- to reinforce good practice at year group meetings;
- to share the Form Tutor's concerns regarding the early identification of disaffection with the Education Welfare Officer.

### Class teachers/form tutors:

- to complete registers accurately and punctually every lesson;
- to follow up any unexplained non-attendance with reference to the school attendance officer;
- to record all reasons for absences in the register;
- to inform the designated person in charge of overall attendance/Head of House of concerns;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Assistant Head (KS3 and 4), Head of Year 12 or Year 13 as appropriate or the Deputy Headmaster.



# Appendix 1



# Attendance and registration policy

## Completion of Registers

### Electronic Registration Instructions

All colleagues have a Bromcom log in, which they need to do register.

#### Lesson Registration

This should be taken in the normal way and should be completed within the first 10 mins of the lesson. This will enable attendance officer to follow up any unusual absence.

**Please remember that you need to save your register after you have taken it. If you do not do this the system will assume that you have not taken the register.**

A.M. and P.M. registration is statutory and a requirement of the Teachers Professional Standards. It may be viewed by an Educational Welfare Officer and there is at least one formal inspection of the registers each term.

#### Completing A.M. and P.M Registration on Lesson Monitor

1. The register on lesson monitor must be completed by 9.05am. All entries must be **N** absent, / present or **L** late. Bromcom will not allow you to leave blanks.
2. Tutor time along with Period 6 will be the statutory P.M. registration and must be completed by 1.50pm. Any student who arrives after 2.35pm must be marked late (L) and reason entered. The P.M. cut off point is 2.35pm. Any student arriving after this is deemed to have missed this session.

#### Lateness

1. Every student who is present in school must register in the morning. If a student arrives in school after P1 they must go to Student Services and ask to sign in on the ipad, before going to their lesson.
2. The Attendance Officer will feed the lates into Bromcom and follow up where appropriate.
3. If a student arrives after P1, they should still sign in the ipad but this will be recorded as absent ('O' code) unless the student has a note of explanation from home or contact has been made by parent/carer in some other way.
4. Students who are late 3 times for any lesson in any one term without a justifiable reason will be placed in an after school detention (held on a Tuesday from 3.30-4.30pm).
5. If students miss an after school detention they will be given one further chance, if they then miss the second, parents will be called in to speak to a member of the SLT.



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## Absence

1. If Reception or Student Services receives a telephone call or email, details will be entered into Bromcom by the Attendance Officer. But parents are informed to only email attendance regarding any absences.
2. All students will have 'first day response' where the Attendance Officer phones home as soon as they are absent.
3. Broken week reports will be issued to tutors fortnightly. Tutors need to find time to talk to tutees about reasons for poor absence and pass on concerns to Head of House.
4. If poor attendance patterns continue, the school's EWO will become involved and contact the family directly.

## Signing Out

1. Students leaving at other than recognised times should sign out at the Student Services. Please make sure the student gives their note for reason of leaving while signing out on the ipad, at the time of leaving.
2. In the event of an evacuation, Student Services will bring out the signing out list, Registers, lists of students on trips etc.
3. Students who are sent home for medical reasons should also sign out at the Student Services. The Attendance Officer will feed the details into Bromcom.

## Out of School for part of the day

This is generally for medical appointments or interviews. If it is for any other reason, please refer Student and note to Pastoral Team.

Procedure is as follows:-

1. Student show Form Tutors letter from home or appointment card and Form Tutors sign it and return to student. Alternatively, an email can be shared from parents to the Attendance officer and the tutor with details entered on Bromcom.
2. Student emails the subject teacher if they have to leave in the middle of a lesson. Students can show a note in the planner and also refer teachers to notes on Bromcom.
3. Attendance officer ensures that an email from parents is received when the student signs out
4. Student signs in on return to school.

## Year 12 and 13 Study Leave

All students who leave the school site **must** sign out.



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## Truancy

### Definition

Truancy is absence without the knowledge and permission of parents. It also includes internal absence from individual lessons when the boy has registered as present in school.

### Strategy

- Parents are asked to email the school and explain absences of more than three days. Parents of boys who have truanted in the past will be asked to email on the first day of any absence. If this information is not received the Attendance Officer will check as soon as possible.
- Heads of House should check registers regularly for any suspicious absences or patterns in absence. If a satisfactory note is not received, the Head of House will follow it up by telephoning or writing home.
- The Education Welfare Officer may check registers and discuss any problems with the Attendance Officer or Heads of House at a meeting. The Head of Key Stage may ask the EWO to visit the home. The EWO can help by having knowledge of the family and home circumstances and brothers and sisters in other schools who may be causing concern.
- All staff are asked to keep a class register for each group they teach. Scope for missing lessons without being detected is thus minimised. Members of staff can check absences in the form register and follow it up with the Form Tutor and Head of House as appropriate. There should be good communication between the Form Tutor and the Head of House regarding attendance as it will invariably be the Form Tutor who will be the first to pick up any information from other students or the student himself regarding an absence.
- The attendance office will monitor attendance lesson by lesson and address any truancy immediately to the tutor and head of house.
- The importance of good attendance is stressed to all years and percentage attendance figures are worked out regularly and discussed with students. Where appropriate, letters are written to parents of students who do not achieve 95% attendance.

### Consequences

The Head of House will thoroughly investigate any incidents of truancy by discussion with the student and his parents. Whatever the reason, staff will work with the student to put the situation right and to make him realise that absenting himself from school will not help. If a problem is with a particular subject the Head of House will discuss the problem with the staff involved. If the reason is bullying, the student and his parents should be assured that appropriate action will follow. The student will usually be asked to make up missed work in lunch time and in after school detention. Further problems may result in a student being added to the special needs register and an individual support plan initiated.

