

# Thorney Island Community Primary School

## Attendance Policy & Procedures

Under the The Education (Pupil Registration) (England) Regulations 2006 (as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2010, 2011, 2013, 2016) the governing body is responsible for making sure that admissions and attendance registers are kept.

A pupil is placed on the admission and attendance registers on the first day that they are expected to attend.

An admissions register must contain an index in alphabetical order of all the pupils that attend school and, in relation to each pupil, the following information:

- full name
- sex
- the name and address of each parent and the parent or guardian with whom the child resides, and a telephone number of a parent in case of emergency
- date of birth
- the date of admission or readmission
- the name and address of the school he or she last attended, if any.

The Education (Pupil Registration) (England) Regulations 2006 set out the grounds on which the name of a pupil shall be deleted from the admissions register. Pupils must not be deleted in circumstances other than those prescribed in the Regulations.

The attendance register must be called at the beginning of each morning session and once during the afternoon session - and show whether each registered pupil at the school is present, absent, or present at an approved educational activity, or unable to attend due to medical, sickness or exceptional circumstances as set out in the Regulations. The register must indicate: whether the absence of a pupil of compulsory school age is authorised; if a pupil is attending an approved, supervised off-site educational activity, the nature of the activity; and when a pupil is unable to attend due to an exceptional circumstance, the nature of that circumstance.

Schools are required to use the national Absence and Attendance Codes to record in the attendance register the attendance of pupils whose names are on the admissions register. These codes help to ensure that schools comply with the requirements set out in paragraph above. Attendance and absence data is collected via the School Census using these codes.

Registers are important documents and must be kept safe as they may be called in evidence in legal proceedings. They may be the only record of who was on site in the event of an emergency such as a fire.

- Handwritten registers must be kept in ink.
- Alternatively, schools may use computers to keep either or both registers.

Whatever method is used, the register must clearly show the original entry and:

- any amendments
- the reason for the amendments
- who made the amendments
- when the amendment was made
- why it was made.

This helps to protect a school from false allegations that a register has been improperly altered.

N.B. Schools using computers for admission and attendance registers must make a back-up copy of the registers at least once a month in the form of an electronic, microfiche or printed copy.

Schools using computerised or manual registers:

- Schools must keep back-up copies of computerised registers or hard copies of manual registers (for both the admission and attendance registers) for at least three years from the date of each entry.
- The governing body must make manual registers or, in the case of computerised registers, both the computerised register and additional back-up copies, available to school inspectors and anyone authorised by the LA.
- Anyone authorised to inspect the registers may also take extracts, but these may only be taken for the purpose of their functions under the Education Acts and not therefore, in the case of LAs, for other LA purposes.

Governing bodies should authorise appropriate staff within the school to grant leave of absence to pupils and provide policies about allowing such leave. Leave cannot be granted for pupils to take up paid or unpaid employment except for public performances licensed by the LA or work abroad licensed by magistrates. The nominated member of staff at this school is the Headteacher - Mr Clegg

Regulation 7 of the Education (Pupil Registration) (England) Regulation 2006 states that maintained schools may only authorise an absence if they receive notification in advance and the reason for the absence is considered by the school to be "exceptional".

The decision rests with schools, and families have no "right" to such leave. The application for leave must be made in advance by the parent the pupil normally resides with.

LAs have a responsibility for legal sanctions to enforce school attendance. This duty is normally exercised through employees known as Pupil Entitlement who will work in a joint effort with families and schools to resolve any attendance issues. They do this by:

- helping schools to monitor and analyse attendance data;
- helping schools to identify problems that are affecting the child's attendance at school and agreeing plans for improving attendance with parents.

At agreed intervals, the governing body must give the LA the name and address of every pupil who does not go to school regularly and inform the LA if:

- a pupil has been continuously absent without authorisation for not less than 10 school days, specifying the cause if known;
- a pupil has been permanently excluded;
- a pupil is moving away from the area and is not known to have registered at another school;
- a pupil has a custodial sentence of more than four months and has been taken off the roll;
- any pupil of compulsory school age has been taken off the roll because the parents have informed the school in writing that the child will be taught at home.

School governors are bound by the statutory requirement under Section 538 of the Education Act 1996 which requires governing bodies to provide information requested by the Secretary of State. This includes absence data that will be collected every term through the School Census. Whole school attendance and persistence absence levels are reported to the LA on a half termly basis.

**For safeguarding and educational reasons, our school follows up all unexplained and unexpected absence in a timely manner, i.e. through "First Day Calling" procedures.**

Further Information on Absence and Attendance Codes Guidance for Schools and Local Authorities can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)

Signed: Chris Hallam

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