Registration and Attendance Policy

SCHOOL POLICY & PROCEDURE

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This is a School only Policy

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Statement of Intent

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Statement of intent

Talbot House believes that in order to facilitate teaching and learning, good attendance is essential, Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:
- Promoting and modelling good attendance
- Ensuring equality and fairness for all
- Intervening early and working with families to ensure the health and safety of our pupils
- Rewarding regular attendance
- Ensuring parents follow the framework set in section 7 of the Education Act 2996 which states that;

"the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:
- To age, ability and aptitude and
- To any special educational needs, he/she may have.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The education (Pupil Registration) (England) Regulations 2006
- FDE (2020) 'School attendance'
- DfE (2020) 'Children missing education'
- DfE (2023) 'Keeping children safe in education'
- DfE (2022) 'Improving school attendance'

1.1 This policy operates in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Behaviour Policy**
- **Complaints Policy**

2. Definitions

2.1 The school defines 'absence' as:

- Not attending school for any reason.

2.2 The school defines an 'authorised absence' as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

2.3 The school defines an 'unauthorised absence' as:

- Parents keeping children away from school unnecessarily or without reason:
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips/holidays in term time that have not been agreed.

3. Responsibilities

3.1 The governing board has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of the school.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's complaints procedures policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

- Ensuring there is a 'Children Missing Education procedure' (within the **safeguarding policy**).

3.2 The Head Teacher is responsible for:
- The day-to-day implementation and management of the attendance policy and procedures of the school.

3.3 Staff, including teachers, support staff will be responsible for:
- Following the attendance policy and also be responsible for ensuring the policy is implemented fairly and consistently.
- Modelling good attendance, through House Group discussions and other subjects.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Designated members of staff will take the attendance register at the start of each school day in House Groups and then again each afternoon after lunch in House Groups.
- The school will ensure that every pupil has access to a full-time education and will act as early as possible to address patterns of absence.
- The school will ensure that absence procedures are understood by pupils, parents and carers.

3.4 Parents are responsible for:
- Providing accurate and up-to-date contact details
- Providing the school with more than one emergency contact numbers
- Updating the school if their details change.
- Parents will be expected to take responsibility for the attendance of their children during term-time.
- Parents will be expected to promote good attendance and ensure their children attend school every day.
- Pupils are responsible for their own attendance at school and any agreed activities through the school year.

4. **Absence Procedures**
- Parents should contact the school as soon as possible on the first day of any absence.
- Parents should request a leave of absence form if they require time off for a medical appointment, exceptional holidays, or religious reasons.
- The school will make a telephone call to the parent of any child who has not reported their absence on the first day that they do not attend school.

4.1 The school will always follow up any absences to:
- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data into SIMs.

4.2 Monitoring
- Attendance is monitored weekly and half termly, any long-term absence or persistent absence will be discussed in a meeting with school,

professionals and the parent/carers arranged by the Assistant Head Teacher or Family Liaison to establish the reasons for absence and identify if support is needed.

- If no contact is made by the parent/carer or the school is unable to make contact on the first day of absence, the school will continue to make contact daily until day 3. If no contact (email or phone call) we will arrange a home visit on day 3, this could be sooner if the school feels it is required. We will always inform external professionals if they are involved with the family. Delegated staff will pursue with phone calls throughout the day.
- If we have no contact on the 3rd day we will follow children missing in education procedures, (section 7).

5. Attendance Register

5.1 Procedures

- Registration is taken in House Groups for AM and PM registration for all pupils. Staff in House Groups will enter the code via SIMs. Pupils arrive by taxi in the morning and do not leave site at lunch times unless it is a planned activity. Registration in the morning is from 09:10 to 09:20, then at 12:45 to 12:55.
- A child is either marked present (/) or absent (o) by staff members in the House Group. A child can only be marked present if they are physically in front of the member of staff.
- Delegated members of staff will check the register by 10:00. Any unexplained absence will be acted upon, and any known reasons will be overwritten, for example a known medical appointment or illness. Daily attendance calls for children not in school are made unless a parent/carer has stipulated they will be absent for a set period.
- If a pupil is persistently absent, the school will start proceeding with intervention to actively try to improve the pupil's attendance. This could be contacting the LA, Early Help, Attendance support plans.
- If the situation cannot be resolved and attendance does not improve, the SENCO will hold a review meeting to discuss the next steps.
- The school will endeavour to work with professionals, parents/carers and pupils to improve attendance at the earliest point.
- In some circumstances the school may proceed with sanctions such as prosecution or penalty notices to parents, or in some cases this may lead to the end of the contract.

5.2 Codes
The school will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way.
The codes to be used are:
/ = Present in the morning
\ = Present in the afternoon
L = Late arrival before the register has closed
C = Authorised absence
E = Excluded but no alternative provision made

H = Authorised holiday

I = Illness

M = Medical or dental appointments

R = Religious observance

B = Off-site educational activity

G = Unauthorised holiday

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in school

S = Study leave

T = Gypsy, Roma and Traveller absence

W = Work experience

V = Educational visit or trip

P = Participating in a supervised sporting activity

J = At an interview with prospective employers, or another educational establishment

D = Dual registered – at another educational establishment

Y = Exceptional circumstances

Z = Pupil not on admission register

= Planned whole or partial school closure

- When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent.
- If the original entry is changed a reason will be entered into the text box available

6. **Lateness**

The school day starts at 09:15 for Primary and Upper school, but the majority of pupils arrive by taxi by 09:00.

- We understand that there are times when taxis can be delayed due to traffic or weather conditions. Consideration will be taken into account for lateness but the pupil will still be marked at 'late' (L). A reason will be entered alongside the entry.
- If a pupil misses their taxi, we ask that parents/carers seek other forms of transport for their child to attend school. If this is not possible, parents should inform the school as soon as possible.
- The register will close at 10:00 for morning registration and 13:30 for afternoon registration for the upper school and 10:00 for morning registrations and 12:30 for Primary and Aces PM registrations.

7. Missing Children

Pupils are not permitted to leave the school premises during the school day unless they have permission from the Head Teacher, Assistant Head/SENDCo

7.1 The following procedures will be taken in the event of a pupil going missing during the school day:

- If any member of staff notices a child missing, they will immediately alert a DSL, Deputy DSL. The care team can also be contacted.
- Staff will notify the admin staff to ensure that they are aware a child is missing.
- Office staff will also act as a point of contact for receiving information regarding the search.
- The care team will be informed and will conduct a search of the building, using radio contact to confirm with other staff of the whereabouts of the child.

7.2 The following areas will be systematically searched:

- All classrooms
- All toilets
- The school grounds
- Any outer building
- Any other available staff will begin a search of the areas in the grounds, they will communicate via radio.

7.3 If a pupil is not found after 10 minutes, we will:

- Contact parents/carers using the emergency contacts provided.
- If the parents have had no contact from the pupil and the list has been exhausted, the school will discuss the possibility of the police being contacted.
- The police will be contacted if the school feels the child is extremely vulnerable, parents/cares will be contacts simultaneously.
- Incident reports will be entered into CPOMS describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a LAC then the appropriate personnel will be informed.
- When the pupil has been located, a member of the care team will contact the parents/carers to let them know they have been found. Parents/carers, social workers and other professionals who were contacted will be contacted to let them know the child has been found or returned.
- Sanctions may be issued, appropriate action will be discussed with parents/carers and the child.
- The Head Teacher will discuss with staff how the incident occurred, during the de brief it will be discussed what steps could have been taken to avoid this happening again.

If a pupil has not been in school for up to 3 days and the school has been unable to contact parents or carers a home visit will be arranged. If the school cannot make contact from the home visit the police will be contacted.

8. Term Time Leave

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.

- Leave during term time will only be authorised in exceptional circumstances, for example bereavement, serious illness of a close member of the family.
- Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- Parent's and carers should request a leave of absence from the school.
- If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions such as a penalty notice.

9. Religious Observances

- The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- Parents must inform the school at least 7 days in advance if absences are required for days of religious observance.
- The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

10. Appointments

As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours. If it is not possible for an appointment to made outside of school hours, parents/carers should inform school in advance.

11. Young Carers

- The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at school.
- The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.
- When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register. The use of the 'Y' code is collected in the school census for statistical purposes

11.1 Exceptional circumstances include when a pupil is unable to attend because:
- Transport provided by LA is not available and the pupil is not within a reasonable distance to the school.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

12. Fire Procedures

- If the fire alarm is raised and the register is still open the House Group, is responsible for determining who is in attendance at the designated assembly point.
- The care team will print the fire registers after each AM and PM registration.
- If the register is closed it is the responsibility of the care team to take the hardcopy fire register to the designated assembly point.
- A designated Fire Warden will coordinate and recall pupils at the assembly point. A separate Fire Warden is responsible for the roll call of staff and visitors at this time, in accordance with the Charity **Fire Safety Policy.**

13. Monitoring

The school monitors attendance and punctuality, weekly and half termly throughout the year. This policy will be reviewed annually by the Head Teacher, any changes made to the policy will be communicated to all members of staff.

(Appendix A)

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

MONITOR
Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

EXPECT
Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

LISTEN AND UNDERSTAND
When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT
Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT
Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE
Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Policy

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