



Durweston CE VA Primary School

Attendance and Registration of Pupils Policy

Adopted by FGB: Summer 2022
Revised: Annually

Feed the mind, nurture the Spirit, free the imagination!

Governors are mindful of their duties under the Equality Act 2010 and have screened this document to ensure compliance with the law.

At Durweston, we would like to think that our children enjoy coming to school. We aim to convey a positive attitude towards regular attendance to parents, pupils, and teachers.

Completing the Register

- Registers provide a daily record of attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school.
- Registers contribute to pupil's end of term reports and to records of achievement. Each week, children who have 100% attendance for that week are congratulated in Proud assembly. Class percentages for each week are shared in the weekly newsletter. At the end of the year, certificates reward 100% attendance for the whole year.

For these reasons, registers are required to be marked daily and all alterations are recorded on the computer system.

Fire Register

Once the register has been completed, children who are absent are marked on the fire register which is sent to the office.

Absence

Children are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence. There are two types of absence:

- Authorised - where the school approves pupil absence. ONLY granted in exceptional circumstances
- Unauthorised - where the school does not approve absence and parents are being unlawful to remove their children from school

However, all absences, whether authorised or unauthorised, contribute to our attendance data.

If a child is absent, parents are asked to call before 9.30am on the first day of absence, stating a reason and expected date of return. This call will be logged by office staff on the class register held on SIMS. If the parent reports the absence to the teacher, they will use the appropriate code.

The teacher marks the register with N if no reason is given and the office will complete once the reason is known. If the office does not hear from the parents by 9.30am, they will email or telephone the family to confirm why a child is absent.

Absence During the School Day

If a child comes in late to school or needs to leave early for an appointment outside of school, they must be signed in or out by the parent before entering or leaving the premises.

The pupil 'Signing In/Out' folder is located on the windowsill outside the school office. Prior to the day of the appointment the parent/guardian should inform the teacher/office the child will be away and the reason. This can be recorded in advance on the computer system.

Permitted Leave of Absence During Term Time

The Education (Pupil Registration) (England) Regulations 2006 make clear that Head Teachers may not grant any leave of absence during term time unless there are **exceptional** circumstances. In considering whether to authorise leave for an exceptional circumstance, the school will consider each case individually,

considering a child's overall attendance and the reason for the leave of absence request. Leave of absence forms can be obtained from the office and all requests should be submitted to the Headteacher for approval.

Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Dorset Council Children's Services Directorate fully supports schools in expecting parents and carers to make sure that children and young people attend school on a regular basis. Any time away from school can have a significant impact on educational attainment, success in later life and on longer term health and well being.

Dorset Council will be supporting all schools in ensuring the law is upheld. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school. Therefore, any unauthorised absence, such as taking holidays in term time, can result in a Fixed Term Penalty Notice. Failure to pay a Fixed Term Penalty Notice may result in a criminal conviction and a fine in the Magistrates Court of up to £1000.

2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013 (in force from 1st September 2013) set out the procedure for issuing Penalty Notices (fines) to each parent who fails to ensure their children's regular attendance at school or who fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Amendments to the 2007 Regulations reduce timescales for paying a Penalty Notice. Parents must, from the 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings Attendance Penalty Notices in line with other types of Penalty Notices and allows Local Authorities to act faster on prosecutions.

Lateness

Children can enter school from 8.50am. Registration takes place at 8.55am and lessons start at 9.00am. Any child arriving later than 8.55am should enter school via the main entrance, reporting to the School Office. If accompanied, a parent or carer should give a reason for the lateness, which will be recorded in the 'late' register. Any child coming in later than 9.20am will be recorded as U (unauthorised absence).

Monitoring

Any parent having trouble getting their child to school can talk to the class teacher and/or the Head Teacher. Absence is monitored half-termly by the Head Teacher and if attendance falls below 95% in any term without good reason (eg sickness), parents will receive a letter. Parents may book an appointment to see the Head Teacher or write a letter of explanation. If attendance fails to improve, the Locality Team will be informed.

Children Missing Education

Schools must inform the local authorities of pupils who fail to attend regularly, or who have missed ten school days or more without permission. Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register if the school and the local authorities are unable to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

(<https://www.gov.uk/government/publications/children-missing-education>)

NB 2022