

**HOLY TRINITY C.E. PRIMARY SCHOOL.  
POLICY FOR ATTENDANCE AND REGISTRATION**



THIS POLICY WAS FORMULATED IN February 2007 by staff.

Approved by FGB: 15/03/2011

Review period: 3 years

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Lead Group: School Com

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## **1.0 INTRODUCTION**

This document is a statement of the aim and principles of attendance and registration at Holy Trinity C.E. School. It was developed through a process of consultation with staff and in consideration of the Education Act 1996.

### **1.1 AIM**

To encourage pupils to attend school regularly so that they will be able to take full advantage of the educational opportunities available.

## **2.0 THE STATUTORY DUTY OF SCHOOLS**

The Education Act 1996 requires parents or guardians to ensure that their children of compulsory school age receive efficient, full time education, either by regular attendance at school or otherwise.

Schools are required to record pupils' attendance twice a day; at the start of the morning session and at the start of the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission register.

**The register is a legal document** and may be used **in a court of law**. It should therefore be maintained accurately.

### **3.0 OBJECTIVES**

At Holy Trinity C.E. School we *ensure* that:

- Pupils are registered accurately and efficiently;
- Attendance targets are set for individual pupils where necessary;
- Parents or guardians are contacted when reasons for absence are unknown or unauthorised;
- Pupils attendance and lateness is monitored regularly;
- School attendance statistics are reported;
- Referral is made, if required to outside agencies (EWO) in accordance with the legal timescales.

#### **PUPILS WILL BE ENCOURAGED TO:**

- Attend school on all school days;
- Inform staff if there is a problem that may lead to absences.

#### **PARENTS OR GUARDIANS WILL:**

- Encourage good attendance;
- Inform the school on the first day of non attendance and confirming in writing;
- Discuss planned absences with the school in advance (e.g. special occasions);
- Absence for the purpose of holidays is discouraged; there is a legal limit of 10 days during an academic school year in a primary school.

## **4.0 ANNEX A**

- Attendance registers.
- Lateness/absence
- Monitoring, Evaluation and Review.
- Education Welfare Officer.

### **Annex A**

#### **ATTENDANCE REGISTERS**

The register will be taken in the morning and in the afternoon.

- Record presence/absence of all children.
- Record symbol to denote whether absence is authorized /unauthorised.

#### **ABSENCE**

Absence is authorized if:

- The Headteacher has granted leave.
- The child is unable to attend due to:
  1. Sickness or unavoidable cause.
  2. Day set apart for religious observance.
  3. RBWM has not made a suitable alternative.
- Where the reason for the child's absence cannot be established at the beginning of the session, the absence should be recorded and registered later.
- A child's name may only be deleted from a register when that name has been deleted from the Admission Register.

#### **LATENESS**

- A register should be closed at 9.00am and 1.10pm. Lateness should be recorded in the register.
- Parents will be contacted where there are problems of lateness. The EWO identifies children whose attendance is a cause for concern.
- A record of lateness, if regular, is shown on the school report at the end of the year.

#### **MONITORING, EVALUATION AND REVIEW**

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented through the school.

## **EDUCATION WELFARE OFFICER**

The EWO visits the school on a termly basis. Any attendance referrals are discussed and EWO referral forms are completed with relevant attendance details from registers or summary sheets. The EWO is empowered to approach the child's family to make enquiries where it is thought that the child is absent without good reason and offer specialist help. The class teacher is informed of any relevant information.

THIS POLICY WAS REVIEWED by staff in March 2007

THIS POLICY WAS REVIEWED by the Curriculum Committee in June 2007

IT WAS APPROVED by the Governing Body in