

ED24 - Attendance Policy and Procedure

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0		Attendance Policy
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0	M P	Paul Routledge
		Group Exec Education Lead
0	M T P	February 2022

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Contents

1. Scope 4

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1. Scope:

Legal Status:

Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

Applies to:

The whole school/college inclusive of activities outside of the normal school / college hours; All staff (teaching and support staff), the proprietor and volunteers working in the school/college

2. Introduction

We expect all learners on roll to attend every day, when the school/college is in session, as long as they are fit and healthy enough to do so.

We do all we can to encourage learners to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school/college. To this end, we strive to make our school/college a happy and rewarding experience for all learners.

The Education (Learner Registration) (England) (Amendment) Regulations 2013 came into force on 1 September 2013, changing the rules about term-time holidays. Holidays during term time are discouraged, and parents/carers are made aware that such permissions will only be authorised when there are exceptional circumstances.

3. Definitions

Authorised absence

An absence is dassified as authorised when a child/young person has been away from

school/college for a legitimate reason and the school has received notification from a

parent/carer.

Authorised absences include: medical or dental appointments, days of religious observance, visits

to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All

requests for absence must be made in writing to the Headteacher, giving the school plenty of

time to consider the request.

Only the school/college can make an absence authorised. Parents/carers do not have this

authority.

Unauthorised absence

An absence is classified as unauthorised when a child/young person is away from our

school/college without the permission of both the school and a parent/carer.

Therefore, the absence is unauthorised if a child/young person is away from school/college

without good reason, even with the support of a parent/carer.

4. Roles and Responsibilities

The Role of the Parents/Guardians/Carers

Parents/carers have the legal responsibility for ensuring that a child/young person of compulsory

school age 5 to 18 receive a suitable education, either by regular attendance at school or otherwise.

The Role of the School/College

The school/college is required to maintain two registers:

An Admission Register

An Attendance Register.

5. The Admission Register

placed in a key location (such as

This gives particular information about learners who are currently registered as attending our school/college. For the purposes of day to day management of the school, the admission register will be contained within the school /college database, although selected information will be printed and

The register will comprise information that is compliant with regulations set out in the education (learner registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each learner, the admission register will contain:

Name in full

Sex

Name and address of every person known (at least two) to be a parent or carer of the learner (and an indication of the parent with whom the learner normally resides)

At least two telephone numbers at which the parent or carer can be contacted in an emergency

Day, month and year of birth

Day, month and year of admission or re-admission to the school

Name and address of the school last attended, if any

An indication of admission status

6. Attendance Register

The school/college is required to ensure that the attendance register for all learners on the school/college roll is taken twice a day once at the start of the morning session and once during the afternoon session. Each learner must be marked on the register in one of the following categories:

Present

Engaged in an approved educational activity away from the school site (ap-proved by the Head teacher and supervised by a person approved by the Head teacher, including sporting activities, educational visits or residential trips)

Absent

Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)

Authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs

Unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

Guidance on the codes to use when marking the register can be found in the following guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2021_to_2022_aca-demic_year.pdf

Teachers in conjunction with the Headteacher are responsible for monitoring attendance in their class and responsible for following up absences in the appropriate way.

7. Failure to Attend school/college

Authorised absence is where the school/college has either given approval in advance for a learner of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness).

All other absences are treated as unauthorised. If a learner is absent without explanation when the register is taken, school staff will normally contact the parents/guardians/carers the same day. The absence will be treated as unauthorized unless an explanation is offered as satisfactory justification for absence.

uninterrupted an educational experience as possible, and the emphasis will be on exceptional circumstances.

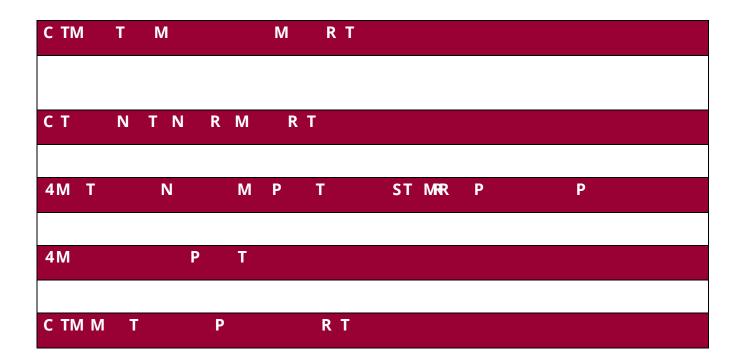
If a parent/carer outlines an intention to remove a learner during term time, they must make a formal request to the school, and complete a term time request form (Appendix 1) which can be obtained from the school.

11. Monitoring and Review:

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