



Attendance and Registration Policy

**Effective from: September 2016
Review Date: September 2018**

This policy sets out, particularly for parents and families, the Federation's Policy and Procedures for Attendance and Registration of pupils.

Article 18: Parents and carers have responsibility for bringing up their children, and they should always think about what is best for each child

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Attendance at school becomes compulsory in the term following the child's fifth birthday. Absence should only occur when a child is unfit to learn or has a day of religious observance.

Arrival and registration

The school gates will open to pupils and parents at 8:30 when the staff are on duty. All primary children should be in the playground ready to come into school at 8:45 am each day for the school's Soft Start. A second bell is rung at 8.50am as a reminder that all children should now be in the building. Secondary students at Whitefriars make their own way into the building to their form rooms.

Morning registration for Primary pupils ends at 9:00 am. At Whitefriars, for secondary students the registration ends at 8:50 a.m. and after this time must sign in at the office. If a child arrives after the morning registration period he/she will be marked in as Late. After 9:20 am this will become an Unauthorised Absence (an unauthorised absence occurs when there is no acceptable explanation).

The afternoon register closes at 1:00 pm for Primary pupils and at Whitefriars at 2:45 pm for the secondary students. Additionally, for secondary students attendance is monitored throughout the day by subject leaders.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of fire as an appendix to class registers.

Registers are checked regularly by the Safeguarding Coordinator to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

Article 3: Everyone who works with children should always do what is best for each child

Illness and medical appointments:

Missing registration for a medical or dental appointment is counted as an authorised absence if proof of appointment is provided. Every effort should be made to arrange appointments outside of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment

The school office should be informed during the morning of the first day of a child's absence through illness and again if the absence continues on to the next school week. Where there is no explanation the school will normally contact parents to find out the reason by phone call or text.

You are required under the Education Act (1996) to ensure your child attends school regularly. Amendments to the 2006 Regulations in Education (Pupil Registration) came into force in September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have an automatic right to take children out of school during term time.

Requests for Leave

Article 28 Your RIGHT to LEARN and to go to school

Any leave in term time is not an entitlement and is strongly discouraged by the Government; Local Education Authority and School. The Federation has a minimum attendance target of 95% of lessons for every child.

If there are exceptional circumstances and parents feel that they must request leave for their children, they must be aware that it may not be authorised and that all decisions to authorise / refuse authorisation for leave is at the Headteachers' discretion.

Parents who decide to take leave will incur unauthorised absences for their child which may result in a fine and/or removal from the school roll. These remain on a child's record and are monitored by the Safeguarding Coordinator, and could result in court action. If a pupil does not return to school within ten school days of the return date requested, whether the leave was authorised or not, then the school will send a letter to the child's parents stating the school's intention to consider removing the child from the school roll. The school has the right to do this under government legislation.

Parents needing exceptional circumstances to be considered for absences longer than ten days within one academic year should make an appointment to discuss this with a headteacher well in advance.

Arrangements for absence in other circumstances

Family bereavement and exceptional circumstances:

Sudden, serious circumstances do occur, rarely, when it is impossible for a family member to bring a child to school. It is essential that school is informed by the parent of the circumstances so that the appropriate code can be recorded in the register.

As a safeguarding measure, parents who are considering requesting leave to take their child abroad must be aware that the school is likely to ask to take copies of any proof of travel eg plane tickets, whether the leave is approved or not.

Parents who are intending to take their child off-roll due to relocation including a move abroad will also be asked to produce similar proof.

Parents may also wish to refer to other sources of guidance including the Federations Policies including:

- Safeguarding Policy
- Admissions Policy
- Child Protection Policy
- Duty of Care Information

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