



ST CHRISTOPHER'S SCHOOL
ATTENDANCE AND REGISTRATION POLICY
Including EYFS

2018-19
Review Date Sept 2019

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children 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. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, who will endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.

3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Requests for leave of absence

4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event. We expect parents and carers to contact the school at least a week in advance, but normally this request will be granted.

5 Long-term absence

5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will discuss with parents or carers the best arrangements for the child's education.

6 Repeated unauthorised absences

6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

6.2 The school, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Monitoring and review

7.1 It is the responsibility of the Head and the DSL team to monitor and make decisions of attendance and lateness for the school as a whole and for attendance and lateness figures for individual children. Information should be collected by staff and collated by the school office.

7.2 The school will keep accurate attendance records on file for a minimum period of three years.

7.3 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.

7.4 A weekly analysis of absences and late arrivals should be kept within the register and this information should be collated on a half termly basis by the school secretary.

- 7.5 The school aims for good attendance from every child for their educational and pastoral welfare. There is no definitive percentage figure for any given child as factors such as long term illness may affect what can be considered good attendance in any given term.
- 7.6 When a child's attendance or punctuality falls below 90% in any given term, the school will contact the parents/guardians both to inform them of the issue of poor attendance and to ensure that each absence is accounted for.
- 7.7 If poor attendance or punctuality persists, parents/guardians will be invited to a meeting with the Headteacher to discuss strategies to improve attendance or punctuality.
- 7.8 Ultimately, the school and parents/guardians have a joint responsibility to ensure that children attend school for their educational and pastoral welfare. Where poor attendance persists without clear written authorisation from a GP, the school will seek the advice of the Brent Social Care Front Door Team or Brent Educational Welfare Services, as appropriate.
- 7.9 This policy will be reviewed every two years or earlier if considered necessary.

Signed at review meeting:

A handwritten signature in black ink, appearing to be 'H. Khan', written in a cursive style.

Appendix for Procedure

The school uses Green Attendance registers. An important aim in keeping the Registers is to keep an analysis of the following data in relation to both the class as a whole and for individual children. We monitor:

- Lateness
 - Absence
 - Actual Attendance in relation to Possible Attendance
1. At the end of each week an entry should be made which shows the actual attendance in relation to the possible attendance for that week. This should be listed as 81/90 where 81 is the actual attendance and 90 is the possible attendance. *Please note that an APPROVED EDUCATION ACTIVITY should not be counted as an absence for this purpose.*
 2. At the back page of the register is an ABSENCE ANALYSIS page. This should also be completed with POSSIBLE ATTENDANCES marked as above (eg 81/90 where 81 is actual attendance and 90 is possible attendance) and AUTHORISED ABSENCES. Unauthorised absences should rarely happen but should be immediately followed up by the class teacher in the first instance and if not resolved, should be reported to a school DSO. *Again, an APPROVED EDUCATION ACTIVITY should not be counted as an absence for this purpose*
 3. At the end of each Term, teachers should record the ratio of Actual Attendance to Possible Attendance as marked above (eg 81/90 where 81 is actual attendance and 90 is possible attendance) and the number of Lates and the number of authorised and unauthorised absences for each separate child in the 'used as required' column at the end page for each termly section of the Green Register. *Again, an APPROVED EDUCATION ACTIVITY should not be counted as an absence for this purpose*

APPROVED EDUCATIONAL ACTIVITIES INCLUDE:

- B Educated Offsite
- J Interview
- P Approved Sporting Activity
- V Educational Visit