



# Attendance and Registration Policy and Procedures

## **MISSION**

Eversfield offers an outstanding, broad education within a safe, caring, happy, family atmosphere where the talents of every child are valued and nurtured. We achieve excellent results in a school where the Christian principles of mutual care, respect and encouragement underpin everything that we do.

## **AIMS**

- To promote high moral standards through clear and relevant Christian teaching.
- To provide a wide breadth of experiences and opportunities for all our children to discover and develop their individual talents.
- To support our children in becoming valued members of society so that they may develop self-confidence, ask questions, seek new experiences, not be afraid to make mistakes, express themselves confidently and modestly and develop team and leadership skills.
- To provide a safe, supportive, healthy educational environment, with buildings, facilities and staff that enable our children to learn and develop.
- To ensure that our children receive excellent pastoral care.

## **INTRODUCTION**

Eversfield Preparatory School is committed to providing a full and efficient education to all pupils. We believe that for pupils to reach their full educational achievement a high level of school attendance is essential. We consistently strive for full attendance for all pupils, by following up all pupil absence on an individual basis. We understand that school attendance is subject to various Education laws and this Policy outlines the procedures that have been put in place to ensure methods for recording attendance comply with relevant legislation, including:

The Education Act 1996 Part 1, Section 7 which states:

*The parent of every child of compulsory school age shall cause him to receive efficient full time education suitable:*

*(a) To his age, ability and aptitude and*

*(b) To any special needs he may have.*

*either by regular attendance at school or otherwise.*

The Education [Pupil Registration] (England) Regulations 2006 & (Amendment 2016)

Children Missing Education 2016

KCSIE Sept 2019

## **AIMS OF THE POLICY:**

- Promote regular and punctual attendance and actively discourage parents from taking their child out of school during term time.
- Improve the quality of communication between home and school.
- Identify clear parameters which aid clarity of interpretation and allow consistent administration of the Policy.



- To outline registration procedures across the school (both admissions and attendance)
- To outline the school's procedures for following up non attendance and lateness.

### **ADMISSIONS REGISTER**

The Admissions Register is held electronically and contains an index in alphabetical order of all the pupils at the school.

In accordance with government and ISI legislation, the Admissions Register includes the following information:

- Name of pupil in full from the first day of attendance
- Birth gender
- Name, address and contact telephone number of every person known by the school to be a parent of the pupil and an indication of which parent the pupil normally lives with and which parents hold parental responsibility.
- If a parent notifies the school that a pupil may reside at another address either permanently or on a shared basis, the new address, parent that he/she is living with and the date at which this begins shall be recorded.
- At least one telephone contact number at which the parent with whom the pupil normally lives can be contacted in an emergency. More than one emergency contact number for each parent is always held where reasonably possible.
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the last school attended (if appropriate)
- The name of the destination school (or additional school if dual registered) notified by a parent and the first date of attendance, where reasonably practicable to do so.

The Admissions Register is backed up at minimum – once a month and saved as an electronic or hard copy. All back-up copies are kept for a minimum of 3 years.

### **REMOVAL FROM THE REGISTER - Safeguarding**

The school will notify Solihull LA if a child is removed from the register at non-standard transition points and in the event of a parent electing to home educate their child.

Reference should be made to '*Children Missing Education 2016*' and '*School Attendance 2019*' for all reasons for removing a pupil from the Admissions Register including any removal at non-standard transitions points.

When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register. This must be done **before** deletion.

The school will also notify Solihull LA **within 5 days** when a pupil is added to the register at non-standard transition points.

### **DAILY REGISTRATION**

The Headmaster has delegated the role of attendance registration to the Registrar. In his/her absence, another member of the School Office will take on this role.



Eversfield Preparatory School aims to ensure that all records of pupils in attendance on any particular day are accurate and that absence is followed up with the minimum of delay. The register is taken twice daily (morning and afternoon sessions).

In the morning, an electronic register is taken by Form Teachers between 8.40am and 8.50am. Details of any changes to end of day arrangements, or pupils who will be leaving school for during the day, e.g. for medical appointments, are noted in the comments box on the electronic register.

The Registrar checks the registers have been completed and ensures that the correct code has been entered for those pupils who are absent. The Registrar will follow up on any pupils who are absent with 'reason not yet known'. The registers are backed up once a month in an electronic format.

Pupils arriving after the end of registration (8.50am) receive a late mark. Late marks and absences are recorded on each child's school report.

Afternoon registration in Reception is taken at 1.20pm and in Pre-Prep at 1.30pm by Form Teachers. Upper School afternoon registration is taken at 1.50pm by Form Teachers or another member of staff if the Form Teacher is involved with teaching.

## **ABSENCE**

Regular attendance and punctuality is essential. Any child absent from school at the time of registration must have his/her absence recorded as being unauthorised or authorised. The codes that the school uses for marking absence can be found at the end of this policy.

The school undertakes to follow up any unexplained absence as quickly as possible and relies on the co-operation of parents to achieve this. The Parents' Handbook clearly outlines procedures that should be followed in the event of a pupil not attending a session at school.

Parents are asked not to send their child to school if they feel unwell in the morning. If a child falls ill or has an accident while at school, the school will make arrangements for the parents (or emergency contact person) to be informed and where possible, take the child home.

Attendance shall be checked regularly by the Registrar and the Headmaster. Persistent poor attendance or lateness shall be followed up by a letter and/or a meeting with the Headmaster.

### **Authorised absence**

An absence will be classified as authorised when a pupil is absent from school for a legitimate reason and the school has received notification from a parent/guardian.

### **Unauthorised absence**

An absence will be classified as unauthorised when a child is away from school without the permission of the school, or if a child is away from school without good reason, even if the parent/guardian supports this reason.

In the event of pupil absence, all Form Teachers have a duty to keep any letters that may have been sent home, so that all information can be passed to the absent pupil, on his/her return to school. If the information is deemed important, then it should be sent to the School Office to be posted to the home address of the pupil.

## **ABSENCE AT MORNING/AFTERNOON REGISTRATION DUE TO AN ON-SITE ACTIVITY**

In the morning, children who arrive at the school for an on-site activity prior to registration (SEN lesson, music lesson etc) are marked present by the School Office once the relevant teacher has telephoned the office to confirm that the pupil is present. Pupils who are not physically in attendance at a registration period because of such an activity and have not been confirmed as present by the school office, are marked absent by the member of staff taking the register. When the register is sent to the school office, the authenticity of the absence is then clarified and marked with the appropriate code.

The same rules are applied to afternoon registrations. Children who are taken off site on a match, are marked absent with an appropriate off site games activity code. A list of match children is always given to the school office, in line with school procedures.

## **REPEATED UNAUTHORISED ABSENCE**

The school will contact the parent/guardian of any child who has repeated unauthorised absence. If a child has a repeated number of unauthorised absences, the parents/guardians will be asked to visit the Headmaster and discuss the problem. If the situation does not improve, the school DSL will contact Solihull LA and LSCP for support as this can be an issue of safeguarding.

## **LONG TERM ABSENCE**

It is inevitable that on some occasions, pupils have an illness which means they will be away from school for more than a few days. Under these circumstances, the school will do all it can to send school work home, in the hope that the pupil will not fall too far behind. If there are concerns about persistent or long-term absence advice should be sought from MASH or the Solihull LSCP who will be informed if a child is absent without leave for more than 10 consecutive school days

## **LATENESS**

Pupils who arrive at school after registration has been completed will be marked late. Parents who persistently drop their child at school late, will receive a letter from the Headmaster, asking for their support and co-operation in getting their child to school on time. If, after a letter, there is no improvement, the Headmaster will arrange to see the parents of the child/children concerned.

## **LEAVE OF ABSENCE/HOLIDAYS IN TERM TIME**

Leave of absence shall only be granted by the Headmaster, or in his absence, the Deputy Head.

Holidays during term-times are actively discouraged and will only be allowed under special circumstances. However, requests for children to be absent from school can be made in advance, by completing an Absence Request Form. The form is available from the School Office, or downloadable from the letters page of the school website. Parents are reminded that absence from school during term time is disruptive to both a child's education, and the activities within the school.

## **CHILDREN MISSING EDUCATION**

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education



### **LEAVING THE SCHOOL SITE**

Under no circumstances is any child allowed to leave the school premises alone during the school day. Children who need to leave the site to attend medical or other appointments, should report to the School Office and await collection by a parent/guardian. Pupils will only receive an absence mark in the register, if they are still absent at the time of afternoon registration (or if they arrive later in the day and missed morning registration). The School Secretaries monitor all pupils who arrive and leave the site through the front door, so that in case of emergency, the whereabouts of all pupils is known.

### **INCLEMENT WEATHER**

Every effort will be made to keep the school open during inclement weather (including snow). Children are therefore encouraged to attend if travel to or from the school is not deemed by parents to be too dangerous. If weather conditions deteriorate during the school day, parents may choose to collect their child earlier than normal. Parents experiencing difficulties in reaching the school to collect their child are asked to call the school to advise us of the position.

### **PRESERVATION OF REGISTERS**

Admissions and Attendance Registers will be kept for a period of 3 years after the date on which the entry was made. (i.e.: for attendance registers a minimum of 3 school years after completion of the Summer Term).

### **INSPECTION OF REGISTERS**

Both the Admissions Register and Attendance Registers will be available for inspection by either LA or independent educational bodies, as requested.

### **EQUAL OPPORTUNITIES**

We are committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.

We believe that equal opportunity is at the heart of good educational practice. All pupils are of equal value and deserve equal access to every aspect of school life. They have an equal opportunity to learn and work towards their highest possible levels of achievement. The 'Vision and Values' which we uphold as a school help to emphasize equal opportunities for all staff and pupils at all times. All personnel are responsible for ensuring that we implement this policy.

### **MONITORING AND REVIEW**

This Policy is monitored by the Governing Body and will be reviewed every two years or earlier, if deemed appropriate.

*Updated October 2019, R A Yates, Headmaster*