



# Registration & Attendance Policy

SCHOOL POLICY & PROCEDURE

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# Registration & Attendance Policy

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# Registration & Attendance Policy

## Aims

Talbot House Children's Charity ("the Charity") believes that in order to facilitate teaching and learning, good attendance is essential, and that pupils cannot achieve their full potential if they do not regularly attend school.

### **We are committed to:**

- promoting and modelling good attendance.
- ensuring equality and fairness for all.
- intervening early and working with families to ensure the health and safety and good attendance of our pupils.
- rewarding regular attendance.

The parents / carers of every child, of compulsory school age, shall support them to receive efficient full-time education suitable:

- to age, ability and aptitude.
- to any special educational needs, they may have.

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## 1. Definitions

- 1.1 The school defines 'absence' as not attending school for any reason.
- 1.2 The school defines an 'authorised absence' as:
- an absence for sickness, for which the school has granted leave.
  - medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
  - religious or cultural observances for which the school has granted leave.
  - an absence due to a family emergency.
- 1.3 The school defines an 'unauthorised absence' as:
- parents / carers keeping children away from school unnecessarily or without reason.
  - truancy before, or during the school day.
  - absences which have not been properly explained.
  - absences due to shopping, looking after other children, or birthdays.
  - absences due to day trips / holidays in term time.

## 2. Responsibilities

- 2.1 The Board of Trustees and the Governing Body have overall responsibility for:
- Monitoring the implementation of this policy and procedures of the school.
  - Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.
  - Handling complaints regarding this policy as outlined in the Charity's **Complaints Policy**.
  - Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
  - Ensuring there is a 'Children Missing in Education' procedure (this is within the **Safeguarding Policy**).
- 2.2 The Head Teacher is responsible for:
- The day-to-day implementation and management of this policy.
- 2.3 Teachers and Support staff are responsible for:
- Following this policy and be responsible for ensuring the policy is implemented fairly and consistently.
  - Modelling good attendance, through House Group discussions and other subjects.
  - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
  - taking the attendance register at the start of each school day in House Groups, and again each afternoon, after lunch, in House Groups.
  - Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
  - Ensuring that absence procedures are understood by pupils, parents and carers.

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- 2.4 Parents are responsible for:
- Providing accurate and up-to-date contact details.
  - Providing the school with more than one emergency contact number.
  - Updating the school if their details change.
  - Taking responsibility for the attendance of their children during term-time.
  - Promoting good attendance and ensuring their children attend school every day.
- 2.5 Pupils are responsible for their own attendance at school and any agreed activities through the school day, term, and / or year.

## 3. Absence Procedures

Parents should contact the school as soon as possible on the first day of any absence.

- Parents should request a leave of absence form if they require time off for a medical appointment, or religious reasons.
  - The school will make a telephone call to the parent of any child who has not reported their absence on the first day (all days) that they do not attend school.
- 3.1 The school will always follow up any absences to:
- Ascertain the reason for the absence.
  - Ensure that proper safeguarding action is being taken.
  - Identify whether the absence is authorised or not.
  - Identify the correct code to use to enter the data into SIMs.
- 3.2 Monitoring
- attendance and punctuality are monitored weekly and half termly, and throughout the academic year. Any long-term absence, or persistent absence, will be discussed in a meeting in school which may be attended by parents / carers and any other professionals required. These meetings will be arranged by the Deputy Head Teacher / SENDco and / or the Family Liaison Officer, to establish the reasons for absence and identify if any support is needed. Delegated staff will pursue with phone calls throughout the day.
  - if no contact is made by the parents / carers or the school is unable to make contact on the first day of absence, the school will continue to make contact daily until day 3. If no contact (email or phone call) we will arrange a home visit on day 3, this could be sooner if the school feels it is required. We will always inform external professionals, if they are involved with the family.
  - If we have received no contact by day 3 we will follow 'Children Missing in Education' procedures, please see section 6 for full details.

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## 4. Attendance Register

### 4.1 Procedures

- Registration is taken in House Groups at AM and PM registration for all pupils. Staff in House Groups will enter the appropriate code via SIMs. Registration in the morning is from 09:10 to 09:20, then at 12:45 to 12:55.
- A child is either marked present (/) or absent (o). A child can only be marked present if they are physically in front of the member of staff.
- Delegated members of staff will check the register by 10:00. Any unexplained absence will be acted upon, and any known reasons will be overwritten, for example a known medical appointment or illness. Daily attendance calls for children not in school are made unless a parent / carer has stipulated they will be absent for a set period.
- If a pupil is persistently absent, the school will proceed with interventions to actively try to improve the pupils' attendance. This could be contacting the Local Authority (LA), Early Help, or using Attendance Support Plans.
- If the situation cannot be resolved and attendance does not improve, the SENDco will hold a review meeting to discuss the next steps.
- The school will endeavour to work with pupils, parents / carers, and professionals to improve attendance at the earliest point.
- In some circumstances the school may proceed with sanctions such as prosecution or penalty notices to parents / carers, which in some cases this may lead to the end of the contract.

### 4.2 Codes

The school will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. Codes were updated by the DfE in August 2024:

New codes are:

**J** - has been replaced by a new code **J1** and the definition of use has changed from and 'Approved Educational Activity' to 'Authorised Absence'.

**K** - Attending education provision arranged by the LA (this is set in place by the LA and not the school).

**Q** - Unable to attend the school because of access arrangements (this code is used where the LA has failed to arrange transport for the student, Y1 is used if the organised transport is not available).

**Y1** - Unable to attend due to transport normally provided not being available.

**Y2** - Unable to attend due to widespread disruption to travel.

**Y3** - Unable to attend due to part of the school premises being closed.

**Y4** - Unable to attend due to whole school being closed (unplanned).

**Y5** - Unable to attend as pupil is in criminal justice detention (for less than a 4-month term).

**Y6** - Absent in accordance with public health guidance or Law

**Y7** - Unable to attend because of an 'Other Unavoidable Cause'.

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**C** - Leave of Absence for 'Exceptional Circumstance' (please note, guidance changed for this code).

**C1** - Leave of Absence for the purpose of 'Participating in a Regulated Performance' or 'Paid' or 'Unpaid Employment' (W continues to be used for 'Work Experience').

**C2** - Leave of absence for a compulsory school age pupil subject to a part-time timetable.

Codes where schools MUST record nature of activity:

**B** - Attending any other approved educational activity (excludes 'Sporting Activity' OR 'Work Experience').

Examples of nature of activity:

- Attending taster days at college.
- Attending courses at college.
- Attending unregistered alternative provision arranged by the school.

**K** - Attending education provision arranged by the Local Authority (a pupil attending a provision arranged by the school should use the code **P** or **B**).

Examples of natures of provision

- Attending courses at college.
- Attending unregistered alternative provision such as home tutoring.

Other frequently used codes include:

**V** - Educational Visit or Trip.

**P** - Participating in a Supervised Sporting Activity.

**D** - Dual registered (at another educational establishment).

**Y** - Exceptional circumstances.

**Z** - Pupil not on admission register.

**#** - Planned whole or partial school closure. see Y4 notes

**H, Y and J are now inactive for use of 'holidays'**. If any service children require holidays in term time than schools should use the code **C**.

If the original entry is changed, a reason will be entered into the appropriate text box on the system.

## 5. Lateness

Pupils arrive at school between 08:45 and 09:00. Pupils are offered breakfast and House Groups start at 09:10.

- We understand that there are times when taxis can be delayed due to traffic or weather conditions. Consideration will be taken into account for lateness. Pupils will now be marked (.). A reason will be entered alongside the entry.
- If a pupil misses their taxi, we ask that parents / carers seek other forms of transport for their child to attend school. If this is not possible, parents / carers should inform the school as soon as possible.
- The register will close at 09.45 for morning registration and 13:15 for afternoon registration for all pupils.

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## 6. Missing Children

Pupils arrive by taxi in the morning and do not leave site at lunch times unless it is a planned activity. Pupils are not permitted to leave the school premises during the school day unless they have permission from the Head Teacher, or Deputy Head Teacher, or if a medical appointment has been authorised.

6.1 The following procedures will be taken in the event of a pupil going missing during the school day:

- If any member of staff notices a child missing, they will immediately alert the Care Team via radio or in person.
- If a member of staff notices a child is missing, they will also transmit via radio to let everyone know.
- The Administration Staff will also act as a point of contact for receiving information regarding the search.
- The Care Team will conduct a search of the building, using radio contact to confirm with other staff of the whereabouts of the child.

6.2 The following areas will be systematically searched:

- All classrooms
- All toilets
- The school building
- The school grounds
- Any outer building
- Any other available staff will begin a search of the areas in the grounds, they will communicate via radio.

6.3 If a pupil is not found after 10 minutes, we will:

- Contact parents / carers using the emergency contact details held on file.
- If the parents / carers have had no contact from the pupil and the list has been exhausted, the school will discuss the possibility of contacting the police department.
- The police will be contacted if the school feels the child is extremely vulnerable, parents / carers will be contacted simultaneously.
- Incident reports will be entered on CPOMS, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker or is a Looked After Child (LAC) then the appropriate personnel will be informed.
- When the pupil has been located, a member of the Care Team will contact the parents/carers to let them know they have been found. Parents / Carers, social workers and other professionals who were contacted will be contacted to let them know the child has been found (or returned).
- Sanctions may be issued; appropriate action will be discussed with parents / carers and the child.



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- The Head Teacher will discuss with staff how the incident occurred during a debrief. What steps could have been taken to avoid this happening again will also be discussed.

If a pupil has not been in school for 3 days, and the school has been unable to contact parents / carers a home visit will be arranged. If the school cannot make contact from the home visit the police will be contacted.

## 7. Appointments

As far as possible, parents / carers should attempt to book medical and dental appointments outside of school hours. If it is not possible for an appointment to be made outside of school hours, parents / carers should inform school in advance. Proof of appointment may be requested.

## 8. Term Time Leave

Our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents / carers to observe the school holidays as prescribed.

- Leave during term time will only be authorised in exceptional circumstances, for example this might be for a bereavement, or for a serious illness/circumstance involving a close family relative.
- Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- Parents / Carers should request a leave of absence from the school.
- If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions such as a penalty notice.

## 9. Religious Observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.

- Parents must inform the school at least 7 days in advance if absences are required for days of religious observance.
- The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupils belong.

## 10. Young Carers

- The school understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity.
- The school takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.
- Young carer absences from school will be classed as 'Exceptional Circumstances', and code 'Y' will be entered on the attendance register. The use of the 'Y' code is collected in the school census for statistical purposes.

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- 10.1 Exceptional circumstances include when a pupil is unable to attend because:
- There has been widespread disruption to travel services which has prevented the pupil from attending.
  - The pupil is in custody and will be detained for less than four months.

## 11. Fire Procedures

The Care Team will print the fire registers after each AM and PM registration.

- If the register is closed it is the responsibility of the Care Team to take the hardcopy fire register to the designated assembly point.
- If the fire alarm is raised and the register is still open, the House Group is responsible for determining who is in attendance.
- A designated Fire Warden will coordinate and recall pupils at the designated assembly point. A separate Fire Warden is responsible for the roll call of staff and visitors at this time, in accordance with the Charity's **Fire Safety Management Policy**.

## 12. Review

This policy is subject for review at any time, in-line with recommended changes and may be subject for review prior to the date shown if deemed necessary. However, this policy is usually reviewed on an annual basis. The Head Teacher will be responsible for viewing this policy.

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## Appendix A - Working Together to Improve Attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, and not against families.

All partners should work together to:

### **MONITOR**

Rigorously use attendance data (at individual and cohort level) to identify patterns of poor attendance as soon as possible, so that all parties can work together to resolve them before they become entrenched.

### **EXPECT**

Prioritising attendance improvement across the school and aspiring to achieve high standards of attendance from all pupils (and parents / carers). Build a culture where all can be, and where we all want to be, in school and are all eager and ready to learn.

### **LISTEN AND UNDERSTAND**

When a pattern is spotted, discussions with pupils (and parents / carers) will be held. Everyone will listen to try to understand, and breakdown barriers preventing attendance and agree how all partners can work together to resolve them.

### **FACILITATE SUPPORT**

Remove barriers in school and help pupils (and parents / carers) to access the support they need to overcome the barriers outside of school. This might include Early Help, or this may include implementing a whole family plan where absence is a symptom of wider issues.

### **FORMALISE SUPPORT**

Where absence persists and voluntary support is not working or is not being engaged. Partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

### **ENFORCE**

Where all other avenues have been exhausted, and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupils' right to an education.