



# **Launceston College**

*A Multi Academy Trust*

## **REGISTER OF ATTENDANCE POLICY**

Updated on: 13<sup>rd</sup> February 2018

Review by: LJS

## Introduction

This policy provides a framework and guidance for staff and parents of schools within the Launceston College MAT to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available. This policy relates to the home-school agreement signed by all parties when a pupils starts at a school within the Launceston College MAT, as well as attendance procedures operated by schools where attendance does not meet expectations.

The Launceston College MAT policy on registration is concerned with attendance. The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. It is self-evident that if those pupils who should attend school fail to do so, their learning and progress are likely to be restricted. An entry must be made in the attendance register at the beginning of the morning session during registration, and again at the beginning of the afternoon session, for all pupils of compulsory school age who are on the admission roll of each school within the Launceston College MAT. The admissions register is kept on SIMS, or suitable alternative MIS system.

The school is required to distinguish between authorised and unauthorised absence. Only the school may authorise absence, not the parents. Reasons for authorised absence could include

- receiving medical treatment
- interviews for work or college
- days of religious observance
- family bereavement
- work placements
- study leave and educational visits

Please note, schools within the Launceston College MAT are not obliged to authorise absences due to family holidays. We welcome the support of parents in avoiding all possible absences during term time, as we recognise the link between school attendance and attainment. Where a child receives unauthorised absences, for example in respect of a family holiday, parents may be issued with a penalty notice or be subject to formal proceedings in line with guidance from the education welfare service.

Registers are legal documents and must be completed accurately and stored electronically in case of legal proceedings or an emergency. They must be retained, and made available if required, for seven years. It is the duty of the governing body to inform the LA of the names of those pupils who do not attend regularly or are absent for long periods, and to include information on pupils' absences in the prospectus and annual report to parents.

## **Responsibilities**

The member of staff in charge of attendance, for example attendance officer or school administrator, will ensure that:

- pupils are registered accurately and efficiently
- attendance targets are set for individual pupils, classes and year groups
- parents or carers are contacted when reasons for absence are unknown or unauthorised
- pupil attendance and lateness are monitored regularly
- the reward system for good attendance is implemented
- school attendance statistics are provided to the governing body through the termly Principal's report and if requested, to the LA
- pupils absent for long periods because of ill-health receive appropriate learning support.

### **All teachers are expected to:**

- register pupils accurately and efficiently (See Appendix 1)
- report pupil attendance and lateness daily
- encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences.

### **Pupils will be encouraged to:**

- attend school regularly
- inform staff if there is a problem that may lead to absences.

### **Parents and carers will be asked to:**

- ensure the child attends school regularly
- inform the school on the first day of non-attendance
- discuss planned absences with the school in advance (e.g. special occasions).

### **The governing body**

- will ensure that long term absence is reported to the appropriate body; this forms part of safeguarding monitoring

### **Arrangements for monitoring and evaluation**

The Principal will, on a termly basis via the Principal's report, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The Principal and the governing body will evaluate the data and decide what, if any, further action is required.

The member of staff responsible for monitoring attendance, will meet the Principal, or appropriate pastoral staff at least monthly, to discuss attendance of pupils and pastoral support plan meetings will be arranged, as required.

## **Appendix 1**

### **Completion of Registers/Monitoring**

#### Attendance

- Pupils present for morning registration should be marked /
- Pupils not present when the register is called should be marked with an N
- Pupils arriving late should be marked with an L, and the minutes late recorded on the school's MIS system.
- All other attendance codes to be input by the member of staff in charge of attendance, or delegated to pastoral staff, once the reason for an absence is known.

The member of staff in charge of attendance has responsibility to contact parents/carers if a student is not in school and the school has no explanation for the absence. Text messages are sent for all unexplained absences, followed up by a telephone call where required.