



ADMISSION AND ATTENDANCE REGISTERS

- Children Act 1989
- Education Act 1996
- Data Protection Act 1998
- School Standards and Framework Act 1998
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2010
- Education (Pupil Registration) (Amendment) (England) Regulations 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Education (Pupil Registration) (Amendment) (England) Regulations 2013
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

We have a duty to ensure all pupils attend school regularly in order for them to fulfil their potential as we believe that children with poor attendance will achieve less.

We must promote good attendance, reduce absence and especially persistent absence. We must ensure every pupil has access to full-time education to which they are entitled and to identify and address patterns of absence.

We encourage all parents to 'perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.'

We believe we conform with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every pupil in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended'; and that pupil attendance must be recorded.

We believe attendance registers are important for effective attendance management and providing evidence in the event of prosecution of parents under the Education Act 1996.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with current regulations that govern the admissions and attendances registers that we must keep.
- To ensure all pupils attend school regularly in order for them to fulfil their potential.
- To promote good attendance, reduce absence and especially persistent absence.
- To work with other schools, independent schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility to:
 - ensure every child has access to full-time education
 - inform parents of their legal duty to ensure that their children of compulsory school age attend school regularly
 - promote good attendance, reduce absence and persistent absence
 - monitor patterns of absence and to respond accordingly to rectify any problems
 - enter pupils on the admission register and attendance register from the beginning of the first day on which they start school
 - inform the local authority of any pupil who is going to be deleted from the admission register
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;

Role of the Headteacher

The Headteacher will:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- appoint the office manager, who will work together with the headteacher to ensure that all admissions are recorded and that the attendance system is kept up to date;
- follow up all absences (together with the office manager) to:

- ascertain the reason;
 - ensure the pupil is safe;
 - identify is authorised or not;
 - ascertain the correct code to use
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
 - make effective use of relevant research and information to improve this policy;
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
 - annually report to the Governing Body on the success and development of this policy.

Admission Register

- The admission register must:
 - contains an alphabetical index of all the pupils in the school;
 - register a pupil on the first day that we expect them to attend;
 - make all entries in ink;
 - record the following information for each pupil:
 - Pupil's full name
 - Sex
 - Parent's name and address
 - The name of the person who has custody of the child
 - Emergency contact numbers of the parent/carer
 - Admission date
 - Name and address of the last school attended
 - when informed by a parent that their child will live at another address record:
 - the new address;
 - the full name of the parent with whom the pupil will live;
 - the date from when it is expected the pupil will live at this address.
 - when informed by a parent that their child is registered at another school or will be attending a different record:
 - the name of the other school;
 - the date when the pupil first attended or is due to start attending that school.
 - record every amendment which must include:
 - the original entry;
 - the amended entry;
 - the reason for the amendment;
 - the date on which the amendment was made;

- the name and position of the person who made the amendment.
- preserve every entry for a period of three years after the date on which the entry was made;
- notify the local authority when a pupil's name is to be deleted from the admission register and to forward to the local authority the pupil's contact details;
- be available at all times for inspection by HM Inspectors, Ofsted / Estyn inspectors and Education Welfare Officers;
- be preserved indefinitely.

Attendance Registers

- We have in place a manual/computerized attendance register system that:
 - records pupil attendance at the start of the school day
 - on each occasion records whether every pupil is:
 - present;
 - attending an approved educational activity;
 - absent; or,
 - unable to attend due to exceptional circumstances.
- All absences will be followed up to:
 - ascertain the reason;
 - ensure the proper safeguarding action is taken;
 - identify whether the absence is approved or not.
- The following absence and attendance codes might be used (from Spring term 2018):

Present at School	Registration Code / \:	Present in school / = am \ = pm
	Code L:	Late arrival before the register has closed
	Code U:	A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
Attendance codes for when pupils are present at approved off-site educational activity	Code B:	Off-site educational activity
	Code D:	Dual Registered - at another educational establishment
	Code J:	At an interview with prospective employers, or another educational establishment
	Code P:	Participating in a supervised sporting activity
	Code V:	Educational visit or trip
Absence codes when pupils are not present in school	Code W:	Work experience
	Code C:	Leave of absence authorised by the school
	Code E:	Excluded but no alternative provision made
	Code H:	Holiday authorised by the school
	Code I:	Illness (not medical or dental appointments)

	Code M:	Medical or dental appointments
	Code R:	Religious observance
	Code S:	Study leave
	Code T:	Gypsy, Roma and Traveller absence
Unauthorised Absence from School	Code G:	Holiday not authorised by the school or in excess of the period determined by the head teacher.
	Code N:	Reason for absence not yet provided
	Code O:	Absent from school without authorisation
	Code U:	Arrived in school after registration closed
Administrative Codes	Code X:	Not required to be in school
	Code Y:	Unable to attend due to exceptional circumstances
	Code Z:	Pupil not on admission register
	Code #:	Planned whole or partial school closure

- Attendance will not be taken when the school has had to close due to:
 - in-service training
 - severe weather conditions
 - structural damage
 - fire
- Attendance registers must be available at all times for inspection by HM Inspectors, Ofsted / Estyn inspectors and Education Welfare Officers.
- All attendance registers will be retained for a minimum of three years.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- ensure the attendance register is taken at the beginning of the school day and at the beginning morning and afternoon sessions (when applicable);
- bring to the attention of the Headteacher/Office Manager any irregularities in pupil attendance;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- maintain good attendance throughout the year;
- ensure their parents report their absence to school;
- take part in questionnaires and surveys.

Role of Parents

Parents will:

- be made aware of this policy;
- ensure that their child of compulsory school age receives suitable full-time education;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- have holidays in term time and authorised by school;
- notify the school by school e-mail and/or phone number about any planned absences and their reasons.
- be asked to take part periodic surveys conducted by the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school open days
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term/term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- receive training on induction which specifically covers:
 - All aspects of this policy
 - Attendance and Truancy
 - Home-School Agreement
 - Admissions
 - Data Protection
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information

Equality Impact Assessment

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the governors.