



**Believe to Achieve! "Roots will grow down into God's love and keep us strong" EPH 3:17**

## Registration of Pupils Policy

### Introduction

The Education Act 1996 requires parents or guardians to ensure their children receive full time education. It is self evident that if 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 and at the beginning of the afternoon session for all children of compulsory school age who are on the school roll. The school is required to distinguish between authorised and unauthorised absence. Only the school may authorise absence, not the parents. Reasons for authorised absence may include receiving medical treatment, days of religious observance, family bereavement, moving house and in some cases, family holidays.

### Aims

This policy provides a framework and guidance for staff and parents to ensure that pupils attend school regularly and punctually, so that they can take advantage of the educational opportunities available. This policy should be read in conjunction with the Attendance Policy. The HomeSchool Agreement is also pertinent.

### Roles and Responsibilities

The Head Teacher will ensure that:

- Pupils are registered accurately and efficiently in registers
- Parents or carers are contacted on the first day of absence when reasons for absence are unknown or unauthorised
- Pupil attendance and lateness are monitored regularly
- School attendance statistics are reported to the LA and governing body
- The EWO is provided with attendance registers and supported in following up long term absences
- Pupils absent for long periods because of ill health receive appropriate learning support
- Attendance registers are retained in school for three years, in case of legal proceedings or emergency

All teachers are expected to:

- Register pupils accurately and efficiently in ink with the correct absence codes
- Report pupil attendance and lateness daily
- Encourage pupils to attend school regularly and inform the head teacher if there is a problem that may lead to absences

Pupils will be encouraged to:

- Attend school regularly and arrive on time
- Inform staff if there is a problem that may lead to absences

Parents and Carers are expected to:

- Ensure that their child attends school regularly and arrives on time
- Inform the school between 8.30am and 9.00am on the first day of absence if their child is going to be away from school
- Discuss planned absences with the school and complete the necessary request form prior to their child being absent

The governing body ensures that:

- The EWO is informed about the long term absence of any pupil
- The EWO is informed about any pupil whose attendance is erratic or irregular
- Information concerning pupil absence is included in the prospectus and annual report to parents

The LA:

- Publishes an attendance policy that is reflected in the school's registration policy
- Follows up cases of long term absence or erratic absence by individual pupils

OFSTED Inspectors are required to:

- Draw attention to poor attendance, especially where it impacts on pupil progress

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

The Headteacher, on a termly basis, complies with the requirements of attendance returns, evaluates the data and decides what if any action is required. Any actions are reported to the governors.

#### **Review**

This policy should be read in conjunction with the Attendance Policy.

This policy is reviewed annually by staff and governors.

#### **Document Issue Control:**

| <b>DOCUMENT TITLE:</b> |             | <b>Brinkworth Earl Danby's<br/>C of E Primary School</b> | <b>Registration of Pupils Policy</b> |                   |
|------------------------|-------------|--|--------------------------------------|-------------------|
| <b>Revision</b>        | <b>Date</b> | <b>Changes</b>   | <b>Purpose of Issue</b>              | <b>Originator</b> |
| Issue 1                | Aug 2013    | First Issue  | FGB approval                         |                   |
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