

PARK SCHOOL – ADMISSIONS, ATTENDANCE AND CHILDREN MISSING FROM EDUCATION POLICY

In accordance with The Education (Pupil Registration) (England) Regulations 2006 (amended 2016) and Guidance Addendum the following procedures must be followed.

1. For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:
 - 1.1.1 present;
 - 1.1.2 attending an approved educational activity;
 - 1.1.3 absent;
 - 1.1.4 unable to attend through exceptional circumstances.

2. The School should follow up any absences to:
 - 2.1.1 identify whether the absence is approved or not;
 - 2.1.2 ascertain the reason;
 - 2.1.3 ensure the proper safeguarding action is taken; and
 - 2.1.4 identify the correct code to use before entering it in the red class register book and on the MIS online attendance register.

3. The regulations also state that:
 - 3.1.1 entries must be in ink;
 - 3.1.2 any amendments must show the original and amended entries, the reason for the amendment, the date of amendment and the name and position of the person making the amendment.
 - 3.1.3 Every entry in the attendance register must be preserved for a period of three years after the date which the entry was made.

4. For morning sessions:
 - 4.1.1 registers should be taken at 8.50am both using the online register in ISAMs Attendance module so the School Office have access to this by 9.15am at the latest.
 - 4.1.2 at 9.30am, the register will be 'closed'.
 - 4.1.3 if a child hasn't arrived at school by 9.30am, and notification of absence has not been received, the School Office will telephone the child's parents to obtain the reason for the child's absence. The Headteacher must be informed if parents cannot be contacted by 10.00am, school will then attempt to contact the emergency contacts. A child is deemed missing if no response to absence has been received by 11.00am.

5. For afternoon sessions:
 - 5.1.1 registers should be taken at the beginning of the afternoon session.
 - 5.1.2 after the register has been taken, using the ISAMs online register.. ISAMs attendance register should be accessed by the School Office (Lower School by 1.15 pm, Junior School by 15 minutes after the class has finished its lunchtime play).
 - 5.1.3 teachers are aware of any child who was not present in their classroom at afternoon registration due to a peripatetic lesson on site (or for any other 'temporary reason'). Should the pupil not return to class at the expected time, the class teacher will alert the School Office of this fact as soon as possible. The School Office shall then look into the matter without delay, reporting back to the class teacher the results of its enquiry. Should the School Office feel that a child may be 'missing' the Headteacher must be informed without delay.

6. For Junior School classes, their games day per week is treated as follows:
 - 6.1.1 Games staff register the children in the playground after lunch on their own games registration sheet, the staff call the School Office to confirm register attendance and any absentees.
 - 6.1.2 The School Office checks that we know the whereabouts of any pupil not present at the registration.
 - 6.1.3 The School Office update the ISAMs online attendance register for the classes.

7. On fixtures afternoons for Years 3, 4, 5 and 6:
 - 7.1.1 for the two year groups who have most/all of their children going to games, Games staff register all the pupils in those year groups (including any staying on site) and follow the same procedure as 6. above.
 - 7.1.2 for the year group with most/all of their children staying in school for classroom work, class teachers are responsible for doing the registration at 1.30pm.

8. Following publication of the document 'School Attendance' by the Department for Education in November 2016, the codes in Appendix 1 to this policy have been adopted.

9. All attendance registers are checked at the end of each term by the Headteacher. In addition, if a child has 10 or more absences in the term the Headteacher and DSL are notified by the class teacher and is noted in the pupil log and if necessary, the safeguarding log.

The Headteacher reviews these pupil logs and investigates any absences in excess of 5 per term. Consideration will be given to underlying concerns for the welfare of the child, in terms of health concerns, bullying, friendship, pastoral issues and safeguarding. Any child having about whom the Headteacher has any concerns, and in any case any child who has in excess of 10 absences in a term will be discussed with the Senior Leadership Team and parents spoken to.

10. Staff actively discourage late arrival, are alert to patterns of late arrival and seek explanations from the parents wherever appropriate. In addition, a note is added to the electronic pupil log by the class teacher if there are 5 or more absences.

Attendance figures are included in the reports to parents. Should a class teacher have any concern regarding a child's attendance record, this should be raised with the Headteacher and DSL. BCP Council require us to make a home visit after 5 days of unexplained absence and, if the child is not found, to alert the Education Social Work Service. We notify the Local Authority of any pupil who is going to be deleted from the admission register in the circumstances set out in the document 'Keeping Children Safe in Education' (September 2024). Absence from school can, in certain circumstances, become a safeguarding issue and must be dealt with in accordance with the school's Safeguarding and Child Protection Policy and Procedures, including Allegations against Adults.

Appendix 1

CODES TO BE USED

1. Present at School

- ∧** Present in School during registration ('/' = am, '\ ' = pm)
- L** Late arrival before the register is closed. At Park we deem the morning register to close at 9.30am.
- U** A pupil arriving after 9.30am (and before pm registration) should be given the appropriate absence code from sections 3, 4 or 5 below. If none of those codes are appropriate a 'U' should be entered.

NB. If a child arrives after the register has been sent to the School Office, he/she must report to the School Office immediately on arrival.

2. Present at an approved off-site educational activity.

(An activity where the school is responsible for the safeguarding and welfare of the pupils)

- P** Participating in a supervised sporting activity
- V** Educational visit or trip

3. Authorised Absence from School

- H** Holiday authorised by the School
- M** Medical or dental appointment
- I** Illness (not medical or dental appointment)
- R** Religious Observance
- E** Excluded
- C** Any other leave of absence authorised by the School (eg. an activity/event/appointment organised by parents such as a hearing check, music exam, visit to another school etc.)

4. Unauthorised Absence from School

- O** Where the reason for absence is not initially known, an 'O' is entered and another code entered within the 'O' at a later stage if it is known. Staff must follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. If another code is never established the 'O' will remain as an unauthorised absence.
- G** Holiday not authorised by the School.

5. Other Codes

- X** Used to record sessions that non-compulsory school age children are not expected to attend or absent due to Covid related issues.
- Y** Unable to attend due to exceptional circumstances (this could include a snowy day where widespread disruption to travel has prevented the pupil from attending School) or due to lockdown restrictions which prohibit attendance on school site.
- #** Used for Bank Holiday and Inset Days.