

## IRIS SCHOOL

### Attendance Policy

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 to 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.

**Role of the Governing Body:** The Governing Body has:

- to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- to ensure every child has access to full-time education
- to 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:**

- 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**

- 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 school:
- the name of the other school;
- the date when the pupil first attended or is due to start attending that school.
- preserve every entry for a period of three years after the date on which the entry was made;
- 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 :
  - P = Present
  - A= Absent
  - L= Late
- 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**

- comply with all aspects of this policy;
- ensure the attendance register is taken at the beginning of the school day and at the beginning of 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**

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

### **Role of Parents**

- 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 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**

- 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

### **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.