



PCT Education Services
Positive Progression for All

Attendance and Admissions Registration Policy

Date policy approved	August 2022	
Next review date.	August 2023	
Approved by: Headteacher	Sally Alden	
Approved by: Governor	Michael Millage	

Introduction

The school has an attendance register and an admissions (On Roll) register. All students are placed on both registers. This document provides detail about what is recorded on both

registers and how this is used to keep young people safe and ensure that they gain maximum benefit from the educational opportunities available to them.

Admissions Register

The school places students on the admission register at the beginning of the first day on which the school has agreed and been notified by the local authority that the student will attend the school. If a student fails to attend on the agreed or notified date, Our School will notify the parent and the local authority at the earliest opportunity to prevent the child from going missing from education. (Refer to PCT Education Services and the Local Authority Missing Education Policy)

The admission register contains the personal details of every student in the school, along with the dates of admission, information regarding parents and carers, and details of the school last attended.

When a parent/carer notifies that a student will live at another address, the school will record the following on the admissions register:

- Full Name of the parent/carer with whom the student will live
- Full new Address
- The date on which the student is expected to live at the new address.

When the Local Authority notifies The School that the student is registered at another school or will be attending a different school in future, we will record this in their admission register. This will include:

- The name of the student
- The name of the new school
- The date on which the student first attended or is due to start attending a new school

Staff will contact the new school on the student's first day, ensuring their arrival.

A student's name can only be deleted from the admission register under regulations, (Keeping Children Safe in Education 2022). Until then, the school and the local authority will have a duty of care to make appropriate joint enquiries to establish the whereabouts of the student. In the case of deleting the student's name from the admissions register, the following people will be informed:

- EHCP co-ordinator
- Local Authority

Attendance Register

All students are included on the attendance register. This is completed twice a day; morning and afternoon of each school day and provides a detailed and accurate account of students' attendance across an academic year. Our school attendance register is built into our school

management system (School Pod). This not only gives us the ability to record attendance but also allows us to analyse data that can lead to proactive intervention to maximise student's attendance. Students are marked in with an appropriate code establishing reasons for absence, thus allowing us to act and support parents/carers where necessary.

If a student's absence is recorded as unauthorised, a phone call is made to the parent/carer on the first day of absence to establish the whereabouts of the student and the reason for non-attendance. As well as the reasons for absence marked on the register, they are also shared with staff so we can proactively address issues arising. Our PCT Education Services Enrichment Lead will also support this. We are conscious that patterns within a student's attendance can link to safeguarding concerns. Therefore, these are closely monitored, and we will remain proactive in addressing any poor or irregular attendance concerns.

The school will inform the appropriate local authority of any student who fails to attend school regularly or has been absent without the school's permission for a period of 10 consecutive school days or more. Regular attendance is defined as 80% or above. We use our parent Enrichment Team to work with families and the local authority to re-establish regular attendance in these cases.

When a student returns to school after a period of absence, a key worker is assigned to them to support their re-integration back into education and alleviate any concerns and anxieties they may have. The Enrichment Team is available to work within the family home if appropriate.

Long periods of absence will be reported to the Local Authority as mentioned above, and this will feed into our Safeguarding and Missing from Education policies. Holidays during term time will not be authorised except in exceptional circumstances, for guidance parents are directed to the Norfolk or Suffolk County Council guidelines. The school may potentially use legal interventions in partnership with the local authority regarding school attendance, such as the use of Fixed Penalty Notices or prosecutions against parents for failure to secure children's attendance at school.

Punctuality

Our school opens the register at 9.30 in the morning and keeps the register open for a period of 1 hour. Any student arriving during the last 30-minute period receives a late mark which counts as present for attendance data. Any student not arriving before the end of this period in the morning would be recorded as absent and the usual checks made with parents/carers. If they subsequently arrive late at school, they receive a late 'after the register closes' mark which counts as an absence.