



BRADFORD CHRISTIAN SCHOOL
"Discipleship as part of a quality education"

Attendance and Registration Policy

Regular attendance at school is important. Failing to attend school regularly can have a major impact on children's education, their future and their life chances. Regular attendance means attending school every-day, arriving at school on time and attending every lesson.

Under section 7 of the Education Act 1996, parents are responsible for ensuring their child (from age 5 to age 16) receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be through regular school attendance or through elective home education (EHE)

The safeguarding of our pupils is paramount when they are in our care. For this reason the Governing Body's policy on attendance and registration aims to ensure every pupil is accounted for on each of the days school is open.

The school's registration times are at 8.55 and 12.50pm for Primary and 8.55 and 1.20 for Secondary. It is the class teacher or cover supervisor's responsibility to ensure that the registers are completed properly at these times so that an accurate record of attendance is available during each session.

Parents should inform the school, in writing, by email or phone where an absence is planned e.g. hospital appointments, leave of absence etc.

Where a child is absent due to illness, parents have been asked to inform school by telephone by 10.00am in the first instance via the school office and by letter on the child's return.

Where a period or pattern of absence gives rise to concern, this should be discussed with the class teacher and head teacher in conjunction with the child/children's parent or carers. Good timekeeping is to be encouraged; persistent lateness is a habit we discourage. Both pupils and their parents should be reminded of the importance of punctuality. Pupils persistently late (missing the class early morning task) will be given opportunity at lunchtime to catch up.

Parents of pupils who are persistently late are in regular communication with the school's Pastoral/Inclusion Manager until they establish and improve their school routines. Should this action be ineffective a member of the Senior Leadership Team will arrange a meeting with the parent and the Pastoral/Inclusion Manager in order to find a resolution.

Attendance data is monitored by Senior Leadership Team Member Mr Walker and pupils with data below 90% are referred to the Pastoral/Inclusion Manager Mrs Horton who will liaise with parents until the attendance increases above 90%.

Holiday in Term Time

Absence for anything other than through illness or medical reasons during term time is actively discouraged.

Parents requesting time out of school for their child during term time should obtain a 'Leave of absence' request form from the school office **before booking a family holiday**.

The DoE has published new amendments to the Pupil Registration Regulations which came into force from September 2013 and relate to Holidays in Term Time,

The amendments make clear that **headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**.

Leave of absence will not be granted during **September** to ensure that pupils have a settled start to the new year or in **May** when all classes have their annual assessments.

COMPLETION OF REGISTERS AT THE START OF MORNING AND AFTERNOON SCHOOL:

CLASS REGISTERS:

The Class Teacher or Cover Supervisor should take the register at the start of both the morning and afternoon sessions. We use Daily Admission Register's in school to record our pupils attendance or absences.

The school Administrator will be aware of pupils who are not in school and who have not phoned school to report their reason for absence.

As a school we are working towards converting towards an electronic records system to record and monitor attendance and absence data.

Reviewed November 2015

Next review November 2017