



**Attendance and Registration Policy**  
**Written June 2018 – Review date July 2024**

**1.0 Introduction**

- 1.1 Regular attendance at school is important for children to benefit from their education. Research shows that failing to attend school regularly leaves children vulnerable and falling behind. Children with poor attendance tend to achieve less in EYFS, Primary, Middle and Secondary School.
- 1.2 Regular attendance means attending school every-day, arriving at school on time and attending every lesson.
- 1.3 The government expects schools to:
- Promote good attendance and reduce absence including persistent absence
  - Ensure every pupil has access to full time education to which they are entitled
  - Act early to address patterns of absence
- 1.4 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.
- 1.5 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.
- 1.6 The government expects pupils to maintain a high attendance level and therefore as a school we will contact parents once attendance levels drop below 95% to work with them to try and improve their child's attendance.

**2.0 Attendance and EYFS Funded Places**

- 2.1 Bradford Early Years require that Bradford Christian School as a funded placement provider inform all parents of children in EYFS that regular attendance during the hours applied for in a funded placement is very important.
- 2.2 Attendance records of all EYFS funded children will be monitored regularly.
- 2.3 If a child is absent and the reason is not known for two or more days, Bradford Christian School will contact the parent to ascertain the reason for non-attendance. If attendance does not improve a letter will be sent to parents explaining that their place is funded by the local authority and that attendance is monitored, and that where possible the child should be accessing the hours that they are funded for.
- 2.4 Where a child has reduced attendance and no explanation has been provided Bradford Christian School will contact parents to ascertain why the attendance pattern has changed, and whether a new attendance pattern needs to be agreed in the short or long term.
- 2.5 If attendance does not improve after two weeks Bradford Christian School will write to parents explaining the impact of reduced attendance on their child's development.
- 2.6 In both cases any correspondence or efforts to contact the family should be kept and a note made on the individual child's records for evidence for funding audits.

**3.0 Registration**

- 3.1 The school's registration times are:-
- Primary at 8.55am and **1.00pm**
  - Secondary at 8.55am and **1.30pm**.
- 3.2 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. **(Completion may be delegated to an LSA ) All registers must be completed by 9.15.** Specific instructions for staff on registration are contained in Annex B.
- 3.3 **School office staff will follow up student absences where the office has not been notified of a reason for absence.**

#### 4.0 **Absence**

- 4.1 Parents should inform the school, in writing, by email or phone where an absence is planned e.g. hospital appointments. As far as possible medical/dental appointments should be made out of school hours to avoid disruption to the child's education.
- 4.2 Where a child is absent due to illness **or any other reason**, parents are asked to inform school by telephone **as soon as possible and by 8.45am at the latest** in the first instance via the school office and by letter on the child's return.
- 4.3 Where a period or pattern of absence gives rise to concern, this should be discussed by the Head Teacher with the class teacher and in conjunction with the child/children's parent or carers.
- 4.4 Good timekeeping is to be encouraged and persistent lateness is a habit we discourage. Both pupils and their parents will be reminded of the importance of punctuality. Pupils in middle school and upper school who are persistently late (missing the class early morning task) will be given opportunity at lunchtime to catch up in a sanction.
- 4.5 The class teacher will be in regular communication with parents of pupils who are persistently late 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 in order to find a resolution.
- 4.6 Attendance data is monitored by the Head Teacher, and parents of pupils with unauthorised attendance below 95% will be asked to attend a meeting with a member of the Senior leadership Team to discuss their child's attendance and agree an action plan for improvement until the attendance increase above 95%.
- 4.7 Where unauthorised attendance falls below 85% the Head teacher will contact parents and discuss an action plan to improve attendance.
- 4.8 Each half term parents will receive a letter detailing their child's attendance and raising concerns if these are identified.

#### 5.0 **Holiday in Term Time**

- 5.1 Absence for anything other than through illness or medical reasons during term time is actively discouraged with the possible exception of sensitive family issues.
- 5.2 Parents requesting time out of school for their child during term time should complete the 'Leave of absence' at Annex A and return it to the school office for a decision from the Head Teacher **before booking a family holiday**.
- 5.3 The Department of Education 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 should not grant any leave of absence during term time unless there are exceptional circumstances**.
- 5.4 Attendance is particularly important during **September** to ensure that pupils have a settled start to the new year or in **May and June** when all classes have their annual assessments which will be taken into account should a leave of absence during this time be requested.


#### 6.0 **Completion of Registers at the Start of Morning and Afternoon School:**

- 6.1 The Class Teacher or Cover Supervisor should take the register at the start of both the morning and afternoon sessions. We use an electronic management information system in school to record our pupils attendance or absences.
- 6.2 School **Office Staff** will be aware of pupils who are not in school and who have not phoned school to report their reason for absence and will follow up if no contact has been made.

#### 7.0 **Admissions Register**

- 7.1 In accordance with the requirements described in the Department of Education Guidance in relation to School Attendance, Bradford Christian School maintains an admissions register and all pupils enrolled in the school will be placed on this register and the daily attendance register.
- 7.2 The admissions register will record the following information:
- Students personal data
  - The date of admission
  - Information regarding the parent/carer of the child
  - Details of the last school attended
- 7.3 Bradford Christian School will notify the local authority within 5 days of adding a pupil's name to the admission register of all the information held on the register about the pupil.

- 7.4 Where the parent of a pupil notifies the school that the pupil will live at another address this will be recorded in the admissions register recording:
- The name of the parent that the pupil will live with
  - The new address
  - The date from when the pupil is expected to live at that address.
- 7.5 Where a parent notifies the school that a pupil will be moving to a different school the admissions register will be updated recording:
- The name of the new school
  - The date when the pupil will start attending that school
- 7.6 Every amendment to the admission register will include:
- The original entry
  - The amended entry
  - The reason for the amendment
  - The date the amendment was made
  - The name and position of the person making the amendment
- 7.7 Children at Risk of Missing Education – We have put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. For every pupil, where possible we hold an emergency contact number for more than one person and ensure that emergency contact numbers are provided and updated by the parent with whom the pupil normally resides at least annually through the annual medical form.
- The school will notify the local authority when a pupils name is deleted from the admissions register in accordance with regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the pupil’s name is removed from the register, providing the local authority with the following information:
- the full name of the pupil;
  - the full name and address of any parent with whom the pupil lives;
  - at least one telephone number of any parent with whom the pupil lives;
  - the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
  - the name of pupil’s other or future school and the pupil’s start date or expected start date there, if applicable
  - the ground prescribed in regulation 8 under which the pupil’s name is to be deleted from the admission register.
- 7.8 Home Educated Children: On receipt of written notification to home educate, the school will inform the local authority that the pupil is to be deleted from the admission register. The schools will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record or seek to prevent parents from educating their children outside the school system.
- 7.9 The school will notify the local authority when a pupil has failed to attend school without the school’s permission for a continuous period of ten days or more.
- 8.0 **Review**
- 8.1 This policy was first written in June 2018 and has been reviewed bi-annually this latest review being completed **July 2022**. SLT have been involved in agreeing and ratifying this policy.
- 8.2 In writing this version of the policy the following have been referenced:
- School Attendance – Guidance for maintained school, academies, independent schools and local authorities – **May 2022**
  - Education Act 1996
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2016
  - Keeping Children Safe in Education – Statutory guidance for school and colleges **Sept 2021**
  - Working Together to Safeguard Children – A guide to interagency working to safeguard and promote the welfare of children July 2018

Formally agreed through SLT compliance:	<b>8<sup>th</sup> July 2022</b>
Signed <b>Jane Prothero</b> – Head Teacher	
Review Date:	<b>July 2024</b>



# Request for Leave of Absence

<b>Name of Student(s)</b>	
<b>Dates relating to leave of absence</b>	<b>From:</b> <b>To:</b>
<b>Number of days absent from school</b>	
<p><b>Reason for requesting leave of absence:</b></p>           <p><b>Date:</b> _____ <b>Signed:</b> _____</p>	
<p><b>Decision of Senior Leadership Team:</b></p>           	
<p align="center"><b>Note: We will reply to your request in writing.</b></p>	

### Completing Attendance Registers

Pupils must be registered at the beginning of the morning and afternoon sessions.

Morning registration begins at 8:55am (all registers to be completed by 9.15) and afternoon registration begins at 1.00 (Primary) and 1:30pm (Secondary).

Form tutors and class teachers should fill in the registers indicating who is present, and using codes where there is a known reason for absence. If a pupil is not present and the reason for absence is unknown the entry for that pupil on the register must be left blank.

After morning registration the registers will be left open until 9:30am. Office staff will then complete the registers entering data for pupils who are late or for whom a reason for absence has been given by phone or email.

If no reason has been given for absence by 9:30am office staff will contact parents/ carers to ascertain the reason for absence.

A similar procedure will be followed in the afternoons.

When office staff are informed by parents / carers that a child is ill they will be marked so for a maximum of three days without further contact with parents/carers. If nothing more is heard from parents after 3 days absence, office staff will then contact them to ascertain why the pupil is still absent. Form tutors / class teachers should leave the pupil's entry blank on the register and office staff will complete with the info known to them.

Office staff will update the attendance messages section on the MIS system on a daily basis to inform staff of any reasons for absence or future absence sent direct to the school office.

Summary:

- Teachers taking the register fill in only information they know at the time of registration.
- Office staff will complete registers and make relevant enquiries after 9:30am.