

REGISTRATION OF PUPILS POLICY

Hayeswood First School is a Rights Respecting School. As such it is committed to upholding children's rights and promoting their responsibilities under the UN Convention for the Rights of the Child (UNCRC). The contents of this policy are fully in keeping with this commitment.

Introduction

This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available.

Relationship to other policies

The policy on attendance should be read in conjunction with the policies on admissions, PSHE and school session times, and current guidance produced by the school for staff on the registration of pupils. The home-school agreement is also pertinent.

Roles and responsibilities of Headteacher, other staff, academy committee members

The Headteacher will ensure that

- Pupils are registered accurately and efficiently;
- Whole school attendance targets are set as required by LA/DfE;
- Parents or carers are contacted without delay when reasons for absence are unknown or unauthorised;
- Pupil attendance and lateness are monitored regularly;
- School attendance statistics are reported to the LA, Trust and Academy Committee;
- The LA officer is provided with registers of attendance and supported in following up long-term absences;
- Pupils absent for long periods because of ill-health receive appropriate learning support.

All teachers are expected to

- Register pupils accurately and efficiently;
- Report pupil attendance and lateness daily as a part of daily registration;
- Encourage pupils to attend school regularly and inform colleagues / leaders if there is a problem that may lead to absences.

Pupils will be encouraged to

- Attend school regularly;
- Inform staff if there is a problem that may lead to absences.

Parents and carers will be asked to

- Ensure their child attends school regularly;
- Inform the school on the first day of non-attendance;
- Discuss planned absences with the school in advance (e.g. family holidays, special occasions) and seek Headteacher's authorisation when needed.

The Academy Committee

- will ensure the school fulfils its legal obligations with regard to registration of pupils;
- will ensure that the school fulfils its statutory responsibilities in informing the LA of long term absence and children missing in education;
- will monitor overall attendance figures over time, including whole school attendance and the attendance of key identified groups, so as to maintain an accurate and up to date picture of trends;
- will work with and support the Headteacher in tackling any instances of poor attendance across the school and in promoting good attendance;
- support the school's attendance policy, especially with regard to publicly upholding key messages about term-time unauthorised leave.

Arrangements for monitoring and evaluation

The Headteacher will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The Headteacher and the academy committee will evaluate the data and decide what, if any, further action is required.

This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

Reviewed:	Summer 2019 (New Policy)
Approved by the Academy Committee	
Next Review:	Summer 2022