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**Attendance Registers Policy
Including Children Missing from Education**

Contents

Admissions Register..... 1

Procedure 2

Attendance..... 2

Responsibility of the Parents..... 3

Responsibility of staff..... 3

Back-up Storage of Both Admissions and Attendance Registers 4

Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended in 2016 and as relevant to St Peter & St Paul School..... 5

Admissions Register

St Peter & St Paul School recognises that the admissions register is subject to the Education (Pupil registration) (England) Regulations 2006 and this policy is written in accordance with Children Missing Education (September 2016) and Keeping Children Safe in Education (2022).

In line with this the admissions register of St Peter & St Paul School includes the following information about pupils:

- Name in full
- Sex
- Name and address of every person known to the school to be a parent of the pupil and/or guardian. This will include an indication of which parent/guardian with whom the pupil normally resides, and which parents hold parental responsibility as defined by Section 3 Children Act 1989. It is worth noting that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies the School that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain it, will be given.
- At least one telephone number at which the parent and/ or guardian can be contacted in an emergency and more than one emergency number for the pupil.
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of previous school, if any



- Name of the destination school notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Procedure

At St Peter & St Paul School, the School Office is responsible for maintaining the admissions register. This is done using iSAMS. All entries are made electronically and the register can be printed. It is stored electronically. Within iSAMS the original and amended entries are tracked as well as the name of the person making an amendment.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which the school has agreed, or been notified, that the pupil will attend the school. For most pupils this will be the first day of the school year.
- The School will inform the local authority where a pupil's name is going to be added or deleted to/from the admissions register at non-standard transitions (when a compulsory school-aged child joins the School after the beginning of the School's first year, or leaves before completing the final year of school.)
- The School will notify the local authority of any non-standard admissions within five working days of the entry on the admissions register.
- Deletions from the admissions register are regulated. There are 15 official separate grounds for removing a pupil, though not all are relevant to the School (see Appendix A for further details of 9 of these). These are in addition to the terms and conditions of the School's school/parent contract. The School recognises its duty to inform the Local Authority as soon as grounds for deletion are met and in any event before deleting the child's name.
- The School will provide information to the local authority for standard transitions as requested.
- It is recognised that children missing education may pose a safeguarding issue, especially if leaving the School with no known destination.
- It is recognised that whilst the School has a right to delete a pupil for non-return within 10 school days after authorised absence of 10 school days or more, or after 20 school days unauthorised absence (in both cases in the absence of illness or other unavoidable cause), this can only be enacted after the School and the Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed to ascertain them.

Attendance

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance. Punctuality is equally important. Parents & teachers have a duty to ensure that pupils attend school for every day except in the case of illness or if prior permission for absence has been granted.

Attendance Registers are for the welfare, health and safety and educational benefit of all pupils, therefore the School registers all pupils. School requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This



attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006.

This policy applies to all members of our school community.

Morning & Afternoon registration occur for all pupils, recording all absences and whether or not they are authorised. Specific codes are used on the register that indicate whether a pupil is present or absent (and for what reason). These records are accessible to staff through iSAMS. School administration staff will follow up any day pupil's unauthorised absence by telephoning a pupil's home on the morning of the absence.

Responsibility of the Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full time education suitable to their age, aptitude and ability (and to any special educational needs they have).Children must legally be in education from the school term after their 5th birthday.

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness, a medical appointment and providing the reason for non-attendance. This should be done by emailing the School Office at reception@spsp.org.uk or calling 01246 278522 before 8.30am and leaving a message on the answer machine on the child's first day of absence and every subsequent day of illness.

Children should arrive at school no later than 08.30am. The school day finishes at 3:45pm for Pre-Prep or 4.00pm for Prep. After school clubs/wraparound care finishes at 6.00pm. Where a parent think they may arrive late then should inform the school as soon as possible.

Permission for children to be out of school for reasons other than illness absence should be made in writing to the Headteacher. Permission for absence is at the Headteacher's discretion and will be confirmed in writing if permission is granted.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with school at the earliest opportunity so that appropriate measures can be put in place , such as additional pastoral support.

Responsibility of staff

Staff should register attendance pupils twice a day on the School Management Information System (iSAMS). Morning registration should be completed by 8.45am. Specific codes are used to indicate absence and reasons why. Any un-notified child absence will be followed up with parents by School Office staff as soon as is reasonably practicable.

For repeated or sustained absence, it is recognised that a pupil going missing from education is a potential indicator of abuse or neglect (see the Safeguarding Policy for further guidance). The Headteacher will review the attendance register regularly in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary (this will include pupils who regularly fails to attend school and/or absence from school for a period of 10 continuous school days or more without the School's permission).



Back-up Storage of Both Admissions and Attendance Registers

The IT support department is responsible for ensuring back-up procedures are followed.

Attendance and admissions registers are retained for at least three years after the end of the school year in question.



Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended in 2016 and as relevant to St Peter & St Paul School.

1. The pupil has been registered as a pupil at another school, except in cases where it has been agreed by the School that the pupil should be registered at more than one school.
2. Where a pupil is registered at more than one school, and in a case not including death or permanent exclusion, that the pupil has ceased to attend the School and the proprietor of any other school at which the pupil is registered has given consent to the deletion.
3. The pupil has ceased to attend the School and the School has received written notification from the parent that the pupil is receiving education otherwise than at school.
4. In the case of a pupil granted leave of absence, that – (i) the pupil has failed to attend the School within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the School and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
5. The pupil has been continuously absent from the School for a period of not less than twenty school days and –(i) at no time was the pupil's absence during that period authorised by the School; (ii) the School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the School and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
6. The pupil has died.
7. The pupil has ceased to be a pupil of the school.
8. The pupil has been permanently excluded from the School.
9. Where charges remain unpaid by the pupil's parent at the end of the school term to which they relate