



The Mall School

Headmaster: D C Price BSc MA

Tel: 020 8977 2523
Fax: 020 8977 8771
www.themallschool.org.uk

185 Hampton Road
Twickenham
TW2 5NQ

Attendance Policy

This is a whole school policy which also applies to EYFS.

1) Admission Register

For each pupil, the admission register contains:

- (i) name in full;
- (ii) name and address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility (see Parental Responsibility policy);
- (iii) at least one telephone number at which the parent can be contacted in an emergency;
- (iv) day, month and year of birth;
- (v) day, month and year of admission or re-admission to the school;
- (vi) name and address of the school last attended, if any;

The name of a pupil is included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform Designated Safeguarding Lead and Headmaster without delay. The Designated Safeguarding Lead will notify the local authority at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

2) Deleting Pupils from the Register

Where a pupil is registered at more than one school, his name may only be deleted from the admission register of a school which he has ceased to attend where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

Before deleting a pupil's name from the admission register on the ground that he has not returned from a leave of absence exceeding 10 days, both the School and the local education authority must have failed, after reasonable enquiry, to ascertain where the pupil is.

The period after which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation is 20 school days and additionally the School must not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where the School does not have reasonable grounds to believe that the pupil will return to school at the end of that period.

3) Attendance Register

For all pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- (i) present;
- (ii) absent;
- (iii) attending an approved educational activity outside school (approved by the School and supervised by a person approved by the Headmaster, and including sporting activity);
- (iv) unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school, where the home is not within walking distance);
- (v) taking authorised absence (granted leave of absence by the Headmaster or a person acting on the Headmaster's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- (vi) taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

A pupil may be marked in the attendance register as unable to attend because of exceptional circumstances where the school site, or part of it, is closed or where transport normally provided for that pupil by the school is unavailable. Where a pupil is attending another school

at which he is a registered pupil he must be marked in the attendance register as attending an approved educational activity.

4) Keeping the Registers

The School's attendance registers are computerised and backed up daily on the School's server. The attendance registers are kept for six years.

5) Other Information

The School will inform the local authority (and also the local authority where the child is resident) where a pupil's name is going to be deleted from the admission register: when the child has been taken out of school to be home educated; when the family has apparently moved away when the child has been certified as medically unfit to attend; when the child is in custody for more than four months; or has been permanently excluded. The duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name.

The School completes a weekly report for the local authority on non-standard transition of pupils.

There is no longer a requirement for independent schools to return absence data to the DfE and inspectors can no longer check a school's overall statistics, unless it has kept them for its own purposes.

The School recognises that it has a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, the School will also report the circumstances as soon as possible to the local authority in which the pupil lives. See also the School's Safeguarding Policy and Child Protection Procedures.

Summer 2020
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