



The Mall School

## Attendance Policy

This is a whole school policy which also applies to EYFS. For children in the nursery we are required to monitor children's attendance to ensure it is consistent and no cause for concern.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so we are able to account for a child's absence.

If a child has not arrived at nursery within one hour of her or his normal start time the parents will be contacted. If the parents are not contactable then the emergency contacts numbers listed will be used. Staff will work their way down the emergency contact list until contact is established and the reason for a child's absence is clarified. It is a parent's responsibility to keep their emergency contact details updated.

If contact cannot be established then we would assess if a home visit is required. If contact is still not established, we would assess if it would be appropriate to contact the relevant authorities in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

For each child in the nursery we record the following information:

- (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;
- (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 nursery;
- (vi) name and address of the nursery last attended, if any;

From Reception the school observes the following procedures:

- 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;
- (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 form to the local authority as soon as a non-standard transition occurs.

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 'Missing Children' section in the school's Safeguarding Policy and Child Protection Procedures.

The school expects pupils in Reception and above to achieve an attendance rate of at least 96%. If a pupil's attendance falls below 96% for a half-term, the form tutor will contact the parents to discuss this and to find out if any further support is required in order to improve attendance. If attendance falls below 96% for a second half-term in the academic year, the deputy head will contact the parents to discuss the school's concerns. If this pattern continues for a third half-term in the academic year, the headmaster will meet with the parents.

Lateness will be monitored in the same way as absences. The school expects pupils to arrive punctually at least 96% of the time. Where this is not achieved, the school will follow up concerns about punctuality in the same way as absences. However, lateness due to the school minibus arriving late, will be recorded separately and will not detract from a pupil's punctuality rate.

Both attendance and punctuality records will start anew for each pupil at the beginning of each academic year.

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