

Redcliffe Gardens School

Attendance Policy



Reviewed: DR March 2021

Next review by: July 2022

This policy applies to the whole school including the EYFS. It is available to parents and prospective parents on our website and a paper copy can be viewed in the School Office.

1. Policy Statement

- 1.1. For the welfare, health and safety and educational benefit of all pupils, the School registers pupils in all years. The 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. For this reason Form Teachers must ensure they are completed properly in accordance with the procedures in this document. It should be read in conjunction with: Missing Pupil Policy, Child Protection Policy, Fire Safety Risk Assessment Drills Policy and Procedures and Admissions Policy.
- 1.2. This policy applies to all members of our school community, including those in our EYFS setting. It is thus relevant to all day pupils of compulsory school age (5-16) as well as to students younger and older than this. The School is aware of its duties under the Equality Act 2010, including issues related to pupils and staff with additional needs and makes reasonable adjustments for all.
- 1.3. Attendance Registers are completed electronically via iSAMS. A copy of the register is available for at least three years after the end of the academic year in which the child left the school. Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.
- 1.4. Should iSAMS not be available, paper printed Registers are held in the office and are completed by hand and transferred on to iSAMS when it is next available.

2. Procedures – responsibilities

- 2.1. All members of teaching staff must be familiar with the following procedures, and must know how to access the attendance registers.
- 2.2. Form Teachers and the School Office are responsible for recording and following up attendance issues.
- 2.3. In some cases (e.g. absence that gives rise to concern, repeated failure to provide a letter explaining an absence or extreme cases - more than 10 days of unexplained absence), the Head will make contact with parents.
- 2.4. The detailed procedures for maintaining attendance registers and follow up procedures for staff can be found in a separate Attendance Procedures document on the staff shared drive.

3. Registration Codes

- 3.1. The attendance register includes the pupil's form group and records if they are absent or present at any given registration session. The codes used in registers are listed below with their meanings:

Code	When to apply	Notes	In Attendance	Out of School
				Authorised (A)

				/Unauthorised (UA)
/ \	Present AM Present PM		Yes	
N	No reason provided		No	
L	Late (after register closed)	e.g. traffic, family issue. Note time of arrival	Yes	
P	Agreed Sporting Activity	Sport competitions / fixtures	Yes	A
V	Educational Visit or Trip	Day and residential trips	Yes	A
B	Educated Offsite		No	A
#	School Closed to pupils	e.g. bank holiday	No	A
Y	Enforced Closure	e.g. due to snow	No	A
X	Non-compulsory School age	Not expected (Robins & Kingfishers)	No	
C	Authorised absence not covered by another code		No	A
O	Unauthorised absence not covered by another code		No	UA
J	Interview /Taster day	Inc. taster day, open day & interview	No	A
G	Family holiday - NOT Authorised		No	UA
H	Family holiday	Authorised Letter of request	No	A

		received by Head well in advance		
I	Illness	Call or email from parents	No	A
M	Medical or dental appointment	Letter of information received by teacher in advance	No	A
R	Religious Observation	Letter of information received by teacher in advance	No	A
E	Excluded but no alternative provision made	Necessary as per Behaviour and Discipline Policy	No	A

4. Signing In and Out

- 4.1. Where pupils arrive or leave the school premises at any other times of the day, they must be signed in or out at the School Office in the Upper School and with their class teacher in the Lower School, who email this information through to the School Office. iSAMS will be updated by the School Office Manager accordingly.
- 4.2. When a child arrives late, in the Upper School the School Office will update iSAMS accordingly. Lower School class teachers should either update the lateness on iSAMS or email the School Office to request that this is done.

5. Following up unexplained absences

- 5.1. Parents should either contact the School Office by email or telephone before 8.30am to inform the school of any absence or illness. This should be repeated on every day of the absence. Upon return to school a signed and dated absence note or email should be provided to the Form Teacher/School Office.
- 5.2. The School Office Manager telephones the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded, before 10 each day and records the reason for absence according to the above code.
- 5.3. The school requires that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Head well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Head, requesting leave of absence in advance of the date.

- 5.4. It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons. Form Tutors should follow up all UNEXPLAINED absences (those marked with a N).
- 5.5. Letters received to explain absences e.g sickness, treatments must be used by the School Office Manager or form teacher to update the register. They should then be filed in the School Office.
- 5.6. If an absence cannot be explained, please see the Head or DSL to follow it up.

6. Other Registers

- 6.1. A paper register is taken in **before school care** (8:00 – 8:30am) at both the Upper and Lower School.
- 6.2. **After School Clubs** registers are kept in the school office in the Upper School and with the club leaders in the Lower School. These are to be taken on iSAMS at 4pm.
- 6.3. **Off-Site Sport and Swimming** paper registers are taken by the Head of PE before leaving the premises.
- 6.4. Paper copies of registers can be printed from iSAMS and taken off site for any visits and activities.
- 6.5. Each morning a **fire register** is printed and the School Office Manager marks on it who is absent.

7. Encouraging Attendance

- 7.1. Attendance and "Lates" are reported for the Autumn Term and Year on pupil's End of Term and End of Year Reports.
- 7.2. 100% Attendance certificates are awarded in Golden Assembly each term and for the Year.
- 7.3. Any authorised or unauthorised absence including lateness will affect your child's education. The percentage figures for attendance in the table below take into consideration all authorised and unauthorised absences and "lates" at school.

A term is reference to Autumn, Spring and Summer. Monitoring will take place on a termly basis.

If a pupil is persistently late a letter will be sent by the Head to raise concern with parents.

8. Actions for different levels of absence

Level	Action
90% attendance	A letter will be sent by the Head. This will be sent at the end of each term.
85% attendance	A letter will be sent to parents inviting them to attend a meeting with the Head. In some cases, a CAFF referral to Social Services will be completed.

80% attendance	Final warning letter from Head will be sent to parents.
75% attendance	A letter will be sent to parents from the Head to inform them that a referral has been made to the Education Welfare Officer.

9. Reporting Attendance to the Local Education Authority

9.1. On very rare occasions where a pupil needs encouragement to attend school, any problems are best sorted out between the school, parents and the pupil. However the school is obliged to notify the Local Education Authority (or to RBKC Social Services) if a pupil

- fails to attend school regularly or
- has 10 days or more continuous unauthorised absence from school.