



# Attendance and Admissions Registers & Procedures

Wotton House International School

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(4 pages)

### 1. Introduction

Regular and punctual school attendance is important to take full advantage of educational opportunities. We expect pupils to attend every day that the school is open unless there is a valid reason for them not to do so. Flexi-school pupils are expected to attend 100% of the time agreed in their flexi-school contract. Children who are persistently late or absent soon fall behind with their learning and usually end up achieving less than they otherwise could.

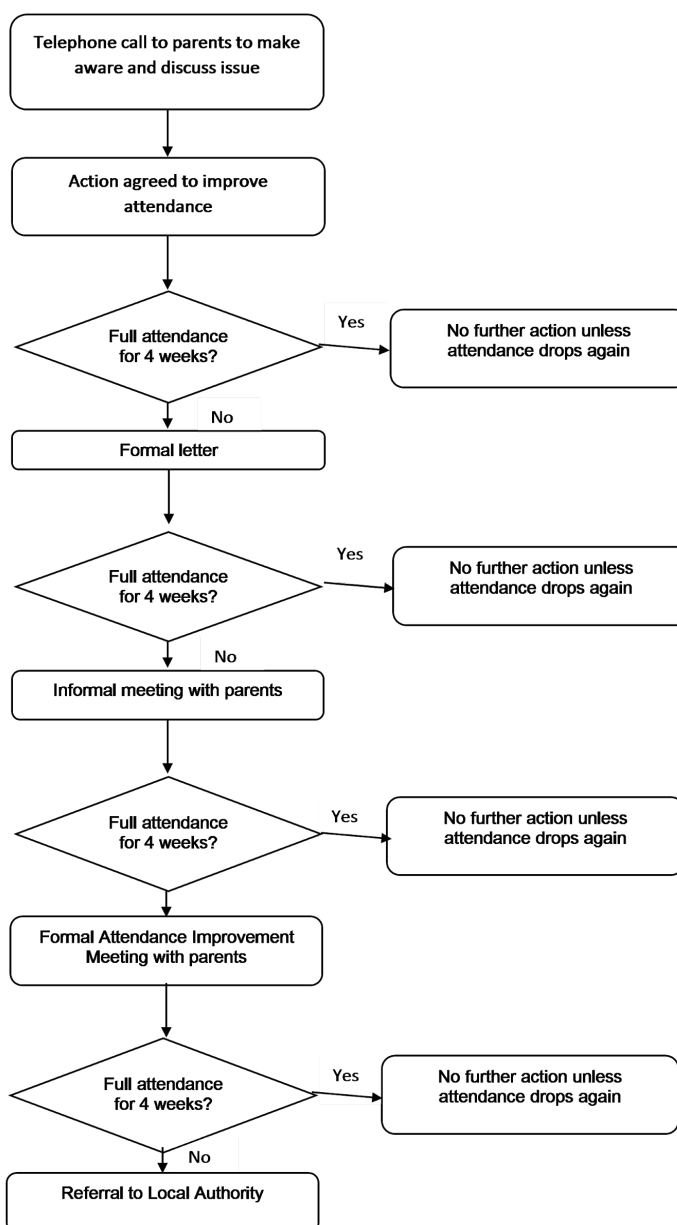
### 2. Attendance

1. **Absence:** The School is obliged to record all absences and the reason for each one.
  1. **Authorised absence:** An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence. Only the school can make an absence authorised, parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.
  2. **Unauthorised absence:** An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.
2. **Responsibilities**
  1. **Principal.** The Principal is responsible for: Overall monitoring of school attendance; Identifying trends in authorised and unauthorised absence; Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues; Monitoring individual attendance where concerns have been raised; Liaising with the local authority when other avenues have failed to improve attendance.
  2. **Parents.** Parents/Carers are responsible for:
    1. Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
    2. Contacting the school office on **each** morning of absence.
    3. Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card / letter).
    4. Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
    5. Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
  3. **First Contact:** Where a child is absent from school and we have not received any verbal or written communication from the parent, we will initiate a first contact process. The School Administrator (in her absence the responsibility will lie with the Admissions Officer) will check all of the registers from 9.20am on a daily basis, to identify those pupils who are absent. On occasions when we are unaware why the child is absent we will contact the parent to check the reasons for the child's absence. As necessary, we will try all

numbers held on file, including the pupil's mobile. If we are unable to make contact as a last resort we will visit the house or call the police.

3. **Lateness:** Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.
4. **Illness:** Where over the course of an academic year, a child has repeated periods of illness, the school will ask parents to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from parents for the school to make our own enquiries.
5. **Monitoring Attendance:** Our staff have the responsibility for ensuring that all of the attendance data is accurately recorded. Regular meetings are held with the Principal to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.
6. **Attendance Concern Process:** When attendance drops below 85% this gives the school cause for serious concern. If there is not an obvious explanation, for example, a single bout of extended illness at the beginning of term, the 'Attendance Concern Process' will be used.

**Attendance Concern Process**



7. **Removal:** The following is an extract from Children Missing Education Statutory guidance for local authorities (September 2016): “Where a pupil has not returned to school for ten days after an authorised absence or is

*absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.”*

### 3. Admission and Attendance Registers

1. **Legislation:** The Education (Pupil Registration) (England) Regulations 2006. [Amended 2010. Amended 2011. Amended 2013. Amended 2016.
2. **Guidance:** School attendance: Guidance for maintained schools, academies, independent schools and local authorities (November 2016, updated July 2019 ) from the Department of Education
3. **Targets:** Overall attendance above 90%; follow-up individuals falling below 85%; rewards for 100% attendance per half-term.
4. Schools must notify the local authority within 5 days of pupils being added to the register; must record parents' changes of address; must record which school pupils move to and when; must notify all deletions. Independent schools continue to have a legal duty to report certain attendance issues to their LA: 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.

### 4. The Regulations are as follows:

1. The proprietor of every school shall cause to be kept
  1. an admission register; and
  2. an attendance register (except in the case of a school of which all the pupils are boarders)
2. The **ADMISSION REGISTER** for every school shall contain an index in alphabetical order of all the pupils at the school and shall also contain the following particulars in respect of every such pupil:
  1. name in full;
  2. sex;
  3. the name and address of every person known to the Proprietor to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency;
  4. day, month and year of birth;
  5. day, month and year of admission or re-admission to the school; and
  6. name and address of the school last attended, if any.
  7. For the purposes of this regulation only a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.
3. The following particulars must be recorded in the **ATTENDANCE REGISTER** at the commencement of each morning session and once during each afternoon session —
  1. in the case of every pupil whose name is entered in and not deleted from the admission register whether the pupil is
    1. Present
    2. Absent
    3. Attending an approved educational activity; or
    4. Unable to attend due to exceptional circumstances;
    5. in the case of any such pupil of compulsory school age who is absent, a statement whether or not his absence is authorised;
    6. in the case of any such pupil of compulsory school age who is attending an approved educational activity the nature of that activity; and
    7. in the case of any pupil unable to attend due to exceptional circumstances, the nature of those circumstances: but this paragraph does not apply in respect of a pupil who is a boarder.
  2. In the case of a pupil who is not a boarder, his absence shall be treated as authorised for the purposes of this regulation if—
    1. he has been granted leave of absence; or
    2. he is unable to attend
      1. (i) by reason of sickness or unavoidable cause
      2. (ii) on a day exclusively set apart for religious observance by the religious body to which his parent belongs; or

3. (iii) because the school is not within walking distance of the pupil's home, and no suitable arrangements have been made for his transport to and from the school.
3. Where the reason for a pupil's absence cannot be established at the time when the register is taken, that absence shall be recorded as unauthorised and any subsequent correction to the register recording that absence as authorised shall be made in accordance with regulation 13 and as soon as practicable after the reason for the absence is established by the person with responsibility for completing the register.
4. An approved educational activity is either—
  1. (a) an activity which takes place outside the school premises and which is—
    1. (i) approved by a person authorised in that behalf by the proprietor of the school;
    2. (ii) of an educational nature, including work experience under section 560 of the Education Act 1996(a) and a sporting activity; and
    3. (iii) supervised by a person authorised in that behalf by the proprietor or the head teacher;
  2. (b) attendance at another school at which the pupil is a registered pupil.
5. The exceptional circumstances in which a pupil may be marked as unable to attend are where—
  1. (a) the school site is closed due to unavoidable cause at a time when pupils are due to attend; or
  2. (b) in the case of a pupil for whom transport to school is provided, that transport is not available.
4. 13. (1) Every entry in an admission register or attendance register shall be made in ink.
  1. (2) In relation to every amendment made the admission register and the attendance register shall include
    1. (a) the original entry;
    2. (b) the amended entry;
    3. (c) the reason for the amendment;
    4. (d) the date on which the amendment was made; and
    5. (e) the name or title of the person who made the amendment.
  2. 14. Every entry in an admission register or attendance register shall be preserved for a period of three years after the date on which the entry was made.
  3. 15. (1) Nothing in these Regulations shall be taken to prevent the keeping of an admission or attendance register by means of a computer, but where such a register is so kept the following paragraphs of this regulation shall apply for the purpose of modifying the requirements of these Regulations.
    1. (2) The requirements shall not be treated as satisfied unless an additional back-up copy of the admission register and the attendance register is made not less than once a month in the form of an electronic, micro-fiche or printed copy.

<b>Revision Control Table</b>	
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