Admissions and attendance registers – March 2024

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Data Protection Act 2018
- School Standards and Framework Act 1998
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2010
- Equality Act 2010
- Education (Pupil Registration) (Amendment) (England) Regulations 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Education (Pupil Registration) (Amendment) (England) Regulations 2013
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

The following documentation is also related to this policy:

- School Attendance (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that the Brexit transition period ended on 31 December 2020 and, therefore, UK organisations that process personal data must now comply with the:

- DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation) if they process only domestic personal data;
- DPA 2018 and UK GDPR, and the EU GDPR if they process domestic personal data and offer goods and services to, or monitor the behaviour of, EU residents.

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We have a duty to ensure all pupils attend school regularly in order for them to fulfil their potential as we believe that children with poor attendance will achieve less.

We must promote good attendance, reduce absence and especially persistent absence. We must ensure every pupil has access to full-time education to which they are entitled and to identify and address patterns of absence.

We encourage all parents to 'perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.'

We believe we conform with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every pupil in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended'; and that pupil attendance must be recorded.

We believe attendance registers are important for effective attendance management and providing evidence in the event of prosecution of parents under the Education Act 1996.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with current regulations that govern the admissions and attendances registers that we must keep.
- To ensure all pupils attend school regularly in order for them to fulfil their potential.
- To promote good attendance, reduce absence and especially persistent absence.

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- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a School Business Manager and Assistant who will be responsible for the day-to-day management of the attendance system;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility to:

  - ✓ ensure every child has access to full-time education.
  - ✓ inform parents of their legal duty to ensure that their children of compulsory school age attend school regularly.
  - ✓ promote good attendance, reduce absence and persistent absence.
  - ✓ monitor patterns of absence and to respond accordingly to rectify any problems.
  - ✓ enter pupils on the admission register and attendance register from the beginning of the first day on which they start school
  - ✓ inform the local authority of any pupil who is going to be deleted from the admission register

- responsibility for ensuring that the school complies with all equalities legislation;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:

  - ✓ visit the school regularly.
  - ✓ work closely with the Headteacher, the Deputy Headteacher, the School Business Manager and Assistant to;
  - ✓ ensure this policy and other linked policies are up to date;
  - ✓ ensure that everyone connected with the school is aware of this policy;
  - ✓ attend training related to this policy;
  - ✓ report to the Governing Body every term;
  - ✓ annually report to the Governing Body on the success and development of this policy.

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- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- ensure risk assessments are:

✓ in place and cover all aspects of this policy;
✓ accurate and suitable;
✓ reviewed annually;
✓ easily available for all school personnel

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- make effective use of relevant research and information to improve this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the School Business Manager and Assistant

The School Business Manager and Assistant will:

- work closely with the Headteacher and the nominated governor;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- monitoring pupil attendance and will make contact with parents if the school has not been informed of their child's absence;
- implementing this policy with the Head;
- ensuring the following procedure is carried out each day:
- follow up all absences to:

  ✓ ascertain the reason;
  ✓ ensure the pupil is safe;
  ✓ identify is authorised or not;
  ✓ ascertain the correct code to use

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- ✓ Collect registers once registration has been completed;
- ✓ Monitor registers;
- ✓ Listen to absence calls and text messages;
- ✓ Read emails from parents;
- ✓ Make a list of absence pupils without no explanation;
- ✓ Double check the list before calling parents/carers to establish the whereabouts of absent pupils;
- ✓ Contact parents/carers if they have not reported their child's absence by 9:15a.m;
- ✓ If unable to make contact with parents/carers then call everyone on the contact list;
- ✓ Leave voicemail and text messages in all cases;
- ✓ Use school intelligence to establish any information about the unexplained absence;
- ✓ Check if the absent pupil;
- ✓ If still no contact with the parents/carers then repeat the calls;
- ✓ Contact the key worker if a child is on the child protection register and no reason has been given for the child's absence;
- ✓ If still no contact then send appropriate school personnel to the family home;
- ✓ If no contact has been made even after visiting the family home of an absent pupil then inform children's services / the police;
- ✓ Continue to contact the parents/carers throughout the day until contact is made;
- ✓ Inform the Headteacher and the Designated Safeguarding Lead of the situation.
- ✓ Keep a log of all actions.

- keeping an up to date list of at least two emergency contact phone numbers for different adults associated with each pupil;
- monitoring individual and class attendance on a daily basis;
- keeping the Head informed of attendance figures and trends;
- compiling attendance data reports for the Head and the Governing Body

Role of the Data Protection Officer

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;
- inform the school and school personnel about their obligations to comply with the Data Protection Act 2018;
- ensure data management is strengthened and unified;
- monitor compliance with the Data Protection Act 2018;
- manage internal data protection activities;
- ensure risk and impact assessments are conducted in accordance with ICO guidance;
- report data breaches within 72 hours;
- ensure individuals have greater control over their personal data;
- ensure that prior to the processing of an individual's data that:

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- ✓ the process is in line with ICO guidance;
- ✓ the process is transparent;
- ✓ the individual will be notified;
- ✓ the notification is written in a form that is understandable to children;
- ✓ when sharing an individual's data to a third party outside of school that details for the sharing are clearly defined within the notifications.

- share an individual's data where it is a legal requirement to provide such information;
- process all written subject access requests from individuals within 40 days of receiving them;
- have in place a formal contract or service level agreement with a chosen data processor who is Data Protection Act 2018 compliant;
- ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
- train school personnel;
- conduct audits.
- be the first point of contact for supervisory authorities and for individuals whose data is processed;
- keep up to date documentation of all data protection activities.
- work closely with the Headteacher and nominated governor;
- periodically report to the Headteacher and to the Governing Body;
- annually report to the Governing Body on the success and development of this policy.

Attendance Registers

- We have in place a computerised attendance register system that:

  - ✓ records pupil attendance at the start of the morning session and the start of the afternoon session
  - ✓ on each occasion records whether every pupil is:

    - ➢ present;
    - ➢ attending an approved educational activity;
    - ➢ absent; or,
    - ➢ unable to attend due to exceptional circumstances.

- All absences will be followed up to:

  - ✓ ascertain the reason;
  - ✓ ensure the proper safeguarding action is taken;
  - ✓ identify whether the absence is approved or not.

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- The following absence and attendance codes will be used:

Present at School	**Registration Code / \:**	Present in school / = am \ = pm
	Code L:	Late arrival before the register has closed
	Code U:	A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
Attendance codes for when pupils are present at approved off-site educational activity	**Code B:**	Off-site educational activity
	Code D:	Dual Registered - at another educational establishment
	Code J:	At an interview with prospective employers, or another educational establishment
	Code P:	Participating in a supervised sporting activity
	Code V:	Educational visit or trip
	Code W:	Work experience
Absence codes when pupils are not present in school	**Code C:**	Leave of absence authorised by the school
	Code E:	Excluded but no alternative provision made
	Code H:	Holiday authorised by the school
	Code I:	Illness (not medical or dental appointments)
	Code M:	Medical or dental appointments
	Code R:	Religious observance
	Code S:	Study leave
	Code T:	Gypsy, Roma and Traveller absence
Unauthorised Absence from School	**Code G:**	Holiday not authorised by the school or in excess of the period determined by the head teacher.
	Code N:	Reason for absence not yet provided
	Code O:	Absent from school without authorisation
	Code U:	Arrived in school after registration closed
Administrative Codes	**Code X:**	Not required to be in school
	Code Y:	Unable to attend due to exceptional circumstances
	Code Z:	Pupil not on admission register

- Attendance will not be taken when the school has had to close due to:

  - ✓ in-service training
  - ✓ severe weather conditions
  - ✓ structural damage
  - ✓ fire

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- Attendance registers must be available at all times for inspection by HM Inspectors, Ofsted / Estyn inspectors and Education Welfare Officers.

- All attendance registers will be retained for a minimum of three years.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- ensure the attendance register is taken at the beginning of the morning and afternoon sessions;
- bring to the attention of the SBM any irregularities in pupil attendance;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- maintain good attendance throughout the year;
- ensure their parents report their absence to school;
- support the school behaviour agreement and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents

Parents will:

- be made aware of this policy;
- ensure that their child of compulsory school age receives suitable full-time education;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence and update school regularly thereafter;
- have holidays in school holiday time only unless in authorised by school (in exceptional circumstances only) ;
- support the school policies and guidance necessary to ensure smooth running of the school;
- be asked to take part in periodic surveys conducted by the school.

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Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

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A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Admissions
- Attendance
- Data Protection
- Data Protection and the General Data Protection Regulation (GDPR)

We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings

Headteacher:	Corinne Thornton	**Date:**	
Chair of Governing Body:	Wendy Temple	**Date:**	

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