

**LEICESTER GRAMMAR SCHOOL TRUST**  
**STONEYGATE SCHOOL**  
**ATTENDANCE POLICY AND PROCEDURES**

*This is one of the policies concerned with pastoral care.*

**Statement of Policy**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation. (KCSIE)

The School has a responsibility to maintain accurate and regular registers to allow the efficient identification of pupils who are absent. In accordance with "The Education (Pupil Registration) (England) Regulations 2006", The School takes a register twice daily with unauthorised absences being followed up at the earliest opportunity. Registers are kept for 3 years. Every effort is made to support and encourage those pupils who for any reason avoid school, but persistent unauthorised absences will be reported to the LEA.

**MORNING REGISTRATION**

**An electronic registration system is used.**

- It is important that all pupils are punctual. All pupils should be present in their class room by 8.35am.
- The class teacher will call the register (pupils should never fill in the register)
- The register is completed electronically on SIMS
- The codes are listed on SIMS and should be used accordingly. N indicates no reason has been provided for absence and this must be followed up on by office staff.
- The class teacher will complete the register by 8.40am. These registers are held electronically in the school office.
- Registration is recorded by means of an e- register on SIMS. In the event of the computer system not working a paper register will be taken on a form list and passed to the office.
- If a pupil is absent without known cause, the office will telephone parents to ascertain the reason.
- The office staff print off a hard copy of absences after each registration period (am & pm).
- If a pupil is absent from school without prior permission, the absence is noted.

- If a pupil arrives after 9.00am (or later) s/he must report to the School Office where they are entered into the register as Late.
- If a pupil is late on several occasions a letter is sent to the parents.

## **AFTERNOON REGISTRATION**

- Pupils must be in their class rooms by 12.45pm (pre-prep & Yr. 3) 1.25pm (Yr. 4 upwards).
- The register is completed by 1.30pm.
- A member of the office staff checks all registers have been completed.
- As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so that they receive letters, notices, information and messages.

## **Unexplained absence**

If a pupil is present in the morning but absent at afternoon registration, without prior knowledge the absence is noted and the case is followed up as quickly as possible. However if a pupil is absent all day, without notification from parents, parents will be contacted to ascertain a reason for the absence. Parents are asked to contact the School as soon as possible if their son/daughter is absent. In individual cases, contact will be made with parents at an earlier time if there is any cause for concern.

## **Permission for absence**

For absences of over 1/2 day, prior permission must be requested from the Head. This is usually given. It is expected that family holidays will be not be arranged in term-time. In such cases, even if permission is given, a caveat may be given regarding the detrimental effect that the absence may have on the pupil's education. In some cases work may be sent to be completed during the absence.

For shorter absences, the Head will give permission on the receipt of a letter, e-mail or phone call from a parent/guardian.

## **Absence from lessons**

Specialist subject staff should do a check of pupils at the beginning of a lesson. Absences should be noted and the reason obtained from the other members in the class. This should be confirmed with the class teacher after the lesson.

## **Music lessons**

Although lessons are timetabled on a rotating system, if an instrumental teacher only attends school for half a day, the pupil may miss a particular lesson with regularity. The pupil should obtain permission before the lesson.

If the frequency of music lessons is giving concern the class teacher, Head of Music and Headteacher should all be consulted to consider alternatives. The pupil should NEVER be put under stress because of the problems caused by the clash of music lessons and academic lessons.

Pupils are expected to copy up work and complete homework. In the case of a test or assessment, lessons can often be rearranged.

### **Games fixtures**

School matches are sometimes arranged during school hours. These will usually be listed in the calendar card, and made known by the PE staff to parents via the website. Conversely, removing a pupil from a games lesson or fixture is not acceptable without prior consultation with the PE teacher. Calendared fixtures take priority. The pupil should NEVER be subjected to stress because of divided loyalties. The Head agrees on the fixtures to be played during the year. If there is concern about the number of fixtures the Head should be consulted.

### **Extra-Curricular Clubs, Prep and Bus Registers**

Separate registers are taken by the class teacher daily to determine which children will be attending after school clubs and prep. All staff are responsible for keeping a register for pupils attending extra-curricular clubs.

### **Illness**

If a pupil feels ill during a lesson s/he should go to a First Aider. If a pupil does not arrive at a lesson because they are with the First Aider, information should be sought from the rest of the class. The teacher should check this with the First Aider at the earliest opportunity.

Pupils should never be on their own if they are unwell. They should not be allowed to go to the cloakroom (unless necessary) or to sit in the school playground. Another pupil may take them to the First Aider but must return to the lesson immediately.

The First Aider informs the class teacher of pupils who miss lessons. If a pupil is too ill to remain at school, it is the First Aider or in her/his absence, the office staff who should contact the parent or guardian of the child.

The First Aid Policy is relevant to illness and accident.

### **CHILD MISSING FROM EDUCATION**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may

include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation.

Stoneygate School is required to inform the Local Authority of any pupil who is going to be deleted from their admission register where the child:

- Has been taken out of school by parents and is being educated outside the school system, e.g. home schooling
- Has ceased to attend school and no longer live within reasonable travelling distance
- Has a medical condition certified by the school medical officer/school nurse that the child is unlikely to be in a fit state of health to attend school
- Has been permanently excluded

Stoneygate School is required to inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

#### **PROCEDURE TO FOLLOW IF A CHILD IS MISSING FROM EDUCATION**

- The Headteacher will speak to members of staff to establish reasons for absence.
- The Headteacher will phone the parents/guardians in the order of importance listed on SIMS.
- The Headteacher will write to the parents/guardians outlining the entitlement of every child to education.
- The Headteacher will use his discretion about whether to contact the LSCB.
- The incident will be logged on the Schools Safeguarding log.
- If the child has been absent for longer than 10 days the Headteacher will inform the Local Authority.