



# Pupils Attendance and Absence

## The Old School Henstead

Written by:	WJM
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Next review due by:	9 September 2023

### **Policy PUPIL ATTENDANCE AND ABSENCE including EYFS**

#### **1. Policy Statement**

The Old School Henstead expects pupils to attend its school activities and any additional activities it deems compulsory from time to time. The school calendar is published at the beginning of each term in order to give parents as much notice as possible of events.

The School maintains pupil admission and attendance registers in accordance with The Education (Pupil Registration) (England) Regulations 2006.

#### **2. Procedure for Attendance**

Attendance is compulsory:

- During the working day Monday to Friday 8.35 am to 3.35 pm or 4.10 pm.
- For all team practices, rehearsals and commitments, which with due notice take place after 4.10 pm.
- At all school representative sports fixtures where selected (including as reserves).

- On all occasions where a commitment undertaken by a pupil, e.g. a play, a concert, a school trip, involves pre-arranged attendance out of normal school hours.
- At special events published in the school calendar, or with due notice.

### **3. Procedures for Absence**

Absence from school is normally acceptable only for medical reasons, in which case parents are asked to notify the office on the first day of absence, (01502) 741150, by 9.15 am. Attendance at Games is excused only by the presentation of a note signed by a parent.

All requests for leave of absence should be addressed to the Headmaster well in advance, using the form which is available in the school office. These requests should be made only in exceptional circumstances, e.g. family wedding, county sport fixtures, and the like. We do sincerely ask families not to make plans for holidays, excursions or routine medical/dental appointments which clash with school commitments.

On occasion pupils will be expected to attend school on Saturdays and Sundays for various reasons.

We ask that pupils are punctual in arriving at school. Any late arrivals must report to the office in order to be registered.

The school office will follow up any reported absence, in the first instance by phone.

### **Safeguarding**

Attendance and Registration procedures form part our Safeguarding and Child Protection policy and strategy, which is in line with Keeping Children Safe in Education, DfE September 2019 (KCSIE), Working Together to Safeguard Children, DfE 2015 (WTTSC) and Section 26 of the Counter-Terrorism and Security Act 2015.

Pupils missing from education may be as a result of abuse or the risk of abuse. KCSIE has further information. All unexplained absences should be followed up in accordance with the above procedure, and the DSL informed.

### **4. Registration**

Pupils will be registered twice a day. Form teachers/tutors will register their pupils in the classroom at 8.35 am and the teacher responsible for whole school registration at 1.25 pm will do so for the afternoon session. Only pupils who are present are to be registered and pupils must be registered in person. A teacher **must not accept** the word of one pupil substantiating the presence of another. Teachers must use the symbols as identified in the Management Information System. If pupils are going on a school trip a register must be completed before departure and sent to the office. Registration plays a vital part in the school's approach to Health and Safety and therefore it is vital that this process is accurate and punctual.