



ATTENDANCE POLICY

This policy relates to all sections and activities of the school e.g. Senior School, Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

1 AIMS

- 1.1** Red House School is committed to providing a full and effective education for all its pupils to ensure they achieve their potential in all that they do.
- 1.2** Red House School aims to work with parents to achieve high attendance. The school recognises that effective teaching and learning requires pupils to attend regularly and punctually.
- 1.3** The School believes that all pupils benefit from the education it provides and from regular and punctual school attendance and good behaviour. To these ends, the staff will do all they can to ensure that all pupils attend regularly and that any problems which impede this are identified and acted upon as soon as possible.

2 STATUTORY FRAMEWORK

- 2.1** This policy complies with the requirements in:
- The Education Act 1996
 - The Education (Pupil Registration) (England) Regulations 2006
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2010
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2011
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- 2.2** This policy should be read in conjunction with the following School policies and procedures:
- Child Protection (Safeguarding) Policy
 - Transition Policy
 - Special Educational Needs and Disability (SEND) Policy
 - Anti-Bullying Policy
 - E-Safety Policy
 - Behaviour Management Policy

3 EXPECTATIONS

- 3.1** We expect that all pupils will:
- Attend school regularly.
 - Arrive on time, appropriately dressed in school uniform and prepared for the school day.
 - Through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly.
- 3.2** We expect all parents/carers to:
- Ensure their son/daughter attends school every day and on time.
 - Ensure that they contact the school as soon as possible, i.e. on the first day of absence before 9am, whenever their child is unable to attend school.
 - Ensure that their children arrive in school appropriately dressed and fully prepared for the school day.
 - Provide the school with up to date home, work and emergency telephone numbers.
 - Not to arrange family holidays to take place during the school term if at all possible.
 - Inform the school in confidence about any problem which might affect their son's/ daughter's attendance or behavior.
- 3.3** Parents/carers can expect that the school will:
- Provide a good quality education.
 - Record their son's/daughter's attendance regularly, accurately and efficiently; this will be done via electronic registration.
 - On the first day of absence make every reasonable effort to contact the parent when their child fails to attend and the school has not been notified by 9.30am.
 - Deal discretely and properly with any problem notified to the school by the parent.

- Provide access to online attendance data.
- Encourage good attendance and behavior.

4 ATTENDANCE REGISTER

- 4.1** Only authorised staff may complete registers and they must be taken at the same time twice a day.
- 4.2** Registration is taken electronically using ISAMS.
- 4.3** There is a legal obligation to complete a register, morning and afternoon, and the school has a legal obligation to make returns to the DfE on absences.
- 4.4** The register is a legal document, which must be retained by the School. It is the responsibility of the form tutor to take the register and to follow up in all cases when a pupil is absent.
- 4.5** At the time of registration, each pupil must be registered present or absent. To be marked present, the teacher must see the pupil in person.
- 4.6** In every case where a pupil is not present at registration, this must be marked as absent. Reasons for absence are to be found on the drop-down list.
- 4.7** A pupil arriving after registration has closed must report to reception where they will be entered as late onto ISAMS. Continually doing this will mean a letter will be sent home. If a pupil has another commitment during the registration period (e.g. a music lesson), they must inform the office so they can be registered as being present in school.
- 4.8** If the electronic register is unable to be taken, the School Office staff will provide a paper register and will then input the information on the electronic register in the office.

5 PUPIL REGISTRATION

- 5.1** Registration takes place in classrooms. Names are called out in alphabetical order. Each pupil answers with 'Yes Sir' or 'Yes Miss' or 'Yes Mrs'. The office staff inform teachers if a pupil is going to be late in. A parent may inform the teacher of an impending absence earlier on in the week by word of mouth or by letter accompanied by the reason for being absent.
- 5.2** There is a register for Snack and Tea & Prep at the Senior School, and Session 6 at the Junior School. Pupils who are staying for 'Snack', 'Tea & Prep 1' or 'Session 6', or 'Tea and Prep 2' must be recorded on ISAMS during morning registration.
- 5.3** If a pupil has failed to come into school by 9.30am and there has been no communication from home, then the office staff will endeavour to contact parents to ascertain the reason for the absence.
- 5.4** The Wrap Around Care supervisor's record pupils staying for Snack, Tea & Prep or Session 6 and these activities operate as per the Daily Routines document.

5 UNEXPLAINED ABSENCE

- 5.1** To ensure that there are no unexplained absences, the School secretaries will follow the procedure below without delay:
- Check ISAMS for absentees whose reason for absence is unknown at the end of registration. Print out a registration status report.
 - Check classes to ensure a child, whose reason for absence is unknown, has not arrived late into School and not signed in (Senior School only).
 - Telephone contact numbers, leaving messages where possible, to ascertain if the child is at home unwell. Record time on registration status report.
 - Follow up with text and email if no contact made by telephone, recording time sent on registration status report.
 - If a child is missing, in conjunction with parents, contact the police.

6 LATENESS

- 6.1** Good punctuality is essential to maximise learning and also develop positive behaviours which are transferable to higher education or the workplace. The school, therefore, expects all pupils to arrive punctually in good time for registration.
- 6.2** Pupils are expected to be punctual to all lessons as well as afternoon registration.
- 6.3** Pupils who are late should sign in at reception. If a pupil is regularly late, the class teacher/Key Stage Co-ordinator (Junior School) or the form tutor/Head of Year (Senior School) will contact his/her parents. This will usually be by telephone to see if there is a problem with which we can assist.
- 6.4** Persistent lateness to school will be addressed by a letter from either the Head of the Junior School or the

Deputy Head (Head of the Senior School) if the situation does not improve, or an invitation to attend a meeting in school.

6.5 Punctuality shows respect for others and we therefore expect pupils to be punctual to lessons. Pupils who arrive late to a lesson will be warned that this is unacceptable. In the Senior School, repeated lateness will trigger a demerit which can lead to a detention (see Behaviour Management Policy).

6.6 If pupils are expected to be in school and fails to register, once initial checks have been completed and if the pupil is not found, staff should refer to the Missing Child Policy.

7 ROLE OF PARENTS/CARERS

7.1 Parents have a legal responsibility to ensure their children receive efficient full-time education by regular school attendance. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them.

7.2 It is the responsibility of parents to ensure pupils arrive at school on time.

7.3 Parents also have a responsibility to inform the school of the reason for a pupil's absence and when he/she may be expected to return and resume his/her studies.

7.4 In cases of unavoidable prolonged absence due to illness or other circumstances, the school will support the pupil and family by sending appropriate work home. For pupils who are remote learning during the pandemic, parents are expected to support their child/ren's remote learning.

7.5 Parents are asked to:

- Notify the school if their son/daughter is absent via a phone call to the school office on the morning of absence.
- Arrange medical appointments during the holidays or outside of the school day, wherever possible.
- Use school holidays for family holidays etc. In particular, we ask that parents/carers adhere to the school term dates which are published over a year in advance.

8 RESPONSIBILITIES

8.1 All pupils' attendance is monitored daily and weekly using the absence report from ISAMS.

8.2 The class teacher/form tutor to alert poor attendance record/non-attendance pattern to the Key Stage Co-ordinator (Junior School) or the Head of Year (Senior School).

8.3 The Head of the Junior School and the Deputy Head (Head of the Senior School) to investigate absence record and take appropriate action following consultation with Senior Tutor.

8.4 Attendance is discussed at the weekly Safeguarding Meeting between the Senior Management Team and the Heads of Year.

8.5 The Designated Safeguarding Lead to contact the Local Authority Attendance and Exclusion Officer when a pupil has been absent for 10 consecutive days without permission or earlier if felt necessary (The Local Authority Family Information Service to be contacted if the child is an EYFS pupil).

8.6 The Head to notify the Local Authority Attendance & Exclusion Officer if a pupil is permanently excluded from the school.

Reviewed by Dr RJ Ashcroft
May 2022