

3.2 ATTENDANCE POLICY

Legal Status:

- Complies with Part 3, paragraph 17. Education (pupil Registration) (England) Regulations 2006 as amended 2013.

Applies to:

- the whole school including out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Admissions Policy
- Inclusion Policy

Availability:

This policy is made available to staff on the school intranet and to parents & pupils on request, from the Office. It is also available to staff on the school intranet.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by both the Principal and the Headmaster.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

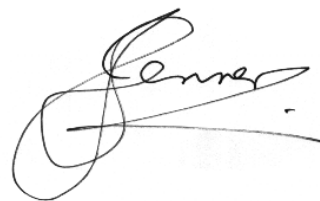
Date: October 16



Mr J. Jenner jr.
Principal



Mr J. Bushrod
Headmaster



Mrs J. Jenner
Proprietor

Introduction

- We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- The Proprietors are responsible for making sure the school keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day.
- This register will also indicate whether an absence was authorised or unauthorised.
- The Proprietors also ensure that a compliant admissions register is also kept.
- The school calendar and dates when the school is open can be accessed from the home page of our website, www.MagdalenCourtSchool.co.uk . Alternatively, our term dates and Calendar of Events can be obtained from the school offices. School emergency closures for such things as extreme weather will also be published on the home page of our website.

The Role of the Parents

Parents have the legal responsibility for ensuring that children of compulsory school age (5 to 16) receive a suitable education, either by regular attendance at school or otherwise.

The Role of the School

The school is required to maintain two registers:

- An admission Register (known as the School Roll)
- An attendance Register.

The Admission Register

This gives particular information about pupils who are currently registered as attending Magdalen Court School. For the purposes of day to day management of the school admission register will be contained within the school database, although selected information will be printed and placed in key location (such as staff room, school office and the Head teachers study, to facilitate ease of access of information). The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each pupil, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known to the Governor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- An indication of boarding or day attendance (in schools which include boarders).

Attendance Register

The School is required to ensure that the attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session.

Each pupil must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the head teacher and supervised by a person approved by the head teacher, including sporting activities, educational visits or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking authorised absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

If a pupil is absent, the register must say whether or not the absence has been authorised by the school (parents cannot authorise absence – it is the school that decides how to classify absences). Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised.

Authorised absences include: medical or dental appointments, days of religious observance, visit's to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the head teacher, giving the school plenty of time to consider the request.

If a pupil is absent without explanation when the register is called, school staff will normally contact the parents the same day whenever possible. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence.

Under education law, parents may request absence for their children from school for family holiday. It is schools to determine whether or not they agree to a family holiday during term time. Schools may authorise absence for the purpose to a maximum of 10 school days in any school year. Magdalen Court School feels that family holidays should be taken when the school is not in session, unless there are exceptional circumstances.

Attendance Register Process

Morning Registration

- 8:45 staff fill's in 'Fire Register' in assembly hall
- 9:00 this is passed to JB at 9am at the beginning of assembly
- 9:15 approx. 'Fire Register' sent up to classes at end of assembly for staff to check attendance.
 - Staff take register after assembly, usually 9:20-9:25
 - Pupils not present at class registration are left blank in the register & unless the member of staff knows reason & then put the appropriate mark in the register.
 - Registers sent to office.
 - Any pupils arriving after you have sent the register to the office, must visit the office immediately on entering the school, so they can be marked in.
- Office checks for messages from parents of children not in school
 - Office contacts any parents who's child is not in school & we have not been informed a reason.
 - Office fills in Electronic register for any pupils not present in class registration
- 10:00 is the close of registration

Afternoon registration

- 1:05 to 1:15
- Staff take register 1:00-1:05
 - Pupils not present at class registration are left blank in the register & unless the member of staff knows reason & then puts the appropriate mark in the register.
 - Registers sent to office.
 - Any pupils arriving after you have sent the register to the office, must visit the office immediately on entering the school, so they can be marked in.
- Office checks for messages from parents of children not in school
 - Office contacts any parents who's child is not in school & we have not been informed a reason.
 - Office fills in electronic register for any pupils not present in class registration
- 1:15 is the close of registration

Failure to Attend School

If a child fails to regularly attend school then the parent is guilty of an offence (Educational Act 1966). Initially, the school will try to resolve any problems, but in the case of continued absence the school will contact the Local Education Authority (LEA) and it is likely that the Education Welfare Officer will work closely with the parents, pupil and school to resolve issues and develop strategies to improve attendance.

The school is required to inform the LEA if a pupil fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: 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. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

Definitions

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. For example, if a child has been unwell, the parent writes a note or 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. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from our school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

- When a child is absent unexpectedly, the class teacher will record the absence in the register and will inform the school office.
- When the child returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence.
Registers@MagdalenCourtSchool.co.uk Notes are kept in Registers e-mail account.
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. Magdalen Court School will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence

- We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend e.g. a special event.
- We expect parents to contact the school at least a week in advance but normally this request will be granted.
- We naturally prefer parents to take their family holiday in the normal school holiday periods but if this is not possible, the school will, usually, grant the leave of absence. However, a letter or email asking for such an absence should be sent to the Principal.

Long-term Absence

- When children have an illness that means they will be away from our school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

Repeated Unauthorised Absences

- The school will contact the parent of any child who has an unauthorised absence.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem.

Monitoring and Review

- It is the responsibility of the Principal to monitor overall attendance and seek to ensure that the attendance figures are as they should be.
- The school keeps accurate attendance records on file for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way.
- Any ongoing absences, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.
- If there is concern about a child's absence, the teacher will contact the school office and this will immediately be followed up by the Principal.
- Magdalen Court School values attendance at school and students who complete 100% attendance each term will be celebrated during the end of term celebration assembly and awarded with a 100% attendance badge.