

## **Woolton High School Registration of Pupils Policy 2019-20**

### **Rational**

This policy should be read in conjunction with the Admission of Pupils, Attendance and Safeguarding Policies. It provides guidance for staff, pupils and parents encourages and support pupils with their attendance. Information and guidance has been taken from DfE School Attendance October 2014.

Woolton High School works in partnership with parents, SEN and other agencies to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available. Parents are required to ensure their children receive full time education in school or alternative provision. Please refer to Attendance Policy for detailed attendance interventions, support and actions.

Schools are required by law to take the attendance register at the start of each morning session and during each afternoon session to record:

- a. present;
- b. absent;
- c. present at approved educational activity; or
- d. unable to attend due to exceptional circumstances.

*Please see detailed Attendance Codes Appendix 1*

The High Court has confirmed that schools, not parents, authorise absence. It is the duty of the school to inform the LA of the names of pupils who do not attend regularly or have long periods of absences. The LA supports school through providing statutory targets to improve attendance and OFSTED inspectors are required to identify poor attendance where it impacts on pupil progress.

### **Responsibilities**

The **Head teacher** will ensure that:

- pupils are registered accurately and efficiently
- attendance targets are set for individual pupils, classes and year groups
- parents or carers are contacted when reasons for absence are unknown or unauthorised
- pupil attendance and lateness are monitored regularly
- the reward system for good attendance is implemented

- school attendance statistics are reported to the LA and governing body
- the LA officer is provided with registers of attendance and supported in following up long-term absences
- pupils absent for long periods because of ill-health receive appropriate learning support.

**All teachers are expected to:**

- register pupils accurately and efficiently (See Appendix 1)
- report pupil attendance and lateness daily
- encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences.

**Pupils will be encouraged to:**

- attend school regularly
- inform staff if there is a problem that may lead to absences.

**Parents and carers will be asked to:**

- ensure the child attends school regularly
- inform the school on the first day of non-attendance
- discuss planned absences with the school in advance (e.g. medical appointments, special occasions).

**The governing body**

- will ensure that the LA is informed about the long-term absence of any pupils.

**Attendance Team Responsibilities**

The Attendance Team consists of an Admin Assistant and Attendance Officer who take daily actions which are shared with the Head Teacher and PAEWO on a daily and weekly basis for monitoring and evaluation.

The morning attendance register will be taken at the start of the morning session once taxis have arrived leaving time to allow for minor travel delays. School makes telephone contact with the taxi company to make a list of no shows before the register is closed. Any pupil arriving late but before the register is closed will be marked using Attendance Code L (up to 9.30) whilst a pupil arriving after the register is closed for that session will be recorded as Code U. The afternoon attendance register will be taken during Reading time after lunchtime break. School will also record whether the absence of a compulsory school-age

pupil was authorised or not. There is no requirement to authorise/unauthorised absence of non-compulsory school-age pupils but the national attendance and absence codes will be used to help identify/monitor vulnerable children. Clear systems are in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing addition services in order to provide appropriate support\_to pupils (*refer to Attendance policy*).

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, SIMS which is used to download data to the School Census.

### **Arrangements for monitoring and evaluation**

The Attendance officer will, on a termly basis, provide data on pupil attendance including actions taken and comparisons with previous terms and years. The Headteacher and the governing body will evaluate the data and decide what, if any, further action is required.

The national attendance codes are used to record attendance and absence and help to ensure consistency in the treatment and recording of attendance and absence. It also facilitates the successful collection of statistics through the School Census system and creating reports from SIMS. The data enables school to share information with the Local Authority and the Governing Body to gain a greater understanding of absenteeism and the reasons for absence.

School will not take pupils off the attendance register unless they are removed from the admissions register at the same time (further details in Admissions Policy).

## **Appendix 1**

### **Absence and Attendance Codes**

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

#### **Present at School**

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

#### **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

#### **Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. 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.

#### **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

#### **Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

##### **Code B: Off-site educational activity**

This code should only be used when pupils are present at an off-site educational activity that has been approved by the school /Local Authority. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

##### **Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the

pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

**Absence codes when pupils are not present in school are as follows:**

**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

**Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence for holidays during term time. Where a pupil is off school for an unauthorised family holiday during term time, the school may choose to refer to the Pupil Attendance Education Welfare Service, who may wish to use fixed penalty notice or fines.

**Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours.

**Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

**Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

**Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

**Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

**Appendix 2 School day and school year**

The School Day: *Must comprise of two sessions divided by a break.*

School starts at 8.55am and finishes at 2.15pm.

The School Year: *Must meet for at least 380 sessions or 190 days during any school year to educate pupils.*

School meets for 190 days during the school year.

**Agreed September 2019**

**To be reviewed September 2020**