

ATTENDANCE REGISTER POLICY

Signed: _____ Headteacher

Signed: _____ Chair of Governors

November 2019

Date of next review November 2020

In accordance with the school's legal obligation to keep attendance registers up to date and accurate staff are required to follow the guidelines outlined in this policy.

The responsibility of the Class Teacher (or person responsible for class):

- Accurately marking the attendance register at both the start of the first morning session and the beginning of the afternoon session.
- Registers must be marked in full in accordance with the recognised codes.
- If a reason for absence has yet to be established the mark must be completed as soon as possible when the reason is known or for the office staff to record this as soon as possible.
- If a parent informs you of a child's absence you must record this or inform the office staff to record this as soon as possible.
- In the event of an emergency, class registers need to be taken out by the admin team and given to staff at the fire assembly point.

The responsibility of the Office Staff and Designated Safeguarding Lead (DSL):

- The Designated Safeguarding Lead (DSL) will provide office staff with a list of 'vulnerable pupils'; should any of these pupils be absent the office staff must contact the DSL or in her absence, other DSPs in school.
- Marking late arrivals in accordance with the recognised codes (L- before registers close or U – after registers close 9.15am).
- First day calling to establish reason for absence, if no response the call will still be logged. Any telephone messages received during the course of the day, plus responses to first day calling will be communicated to teachers via SIMS.
- If contact cannot be made with the parents or carers by 10am, the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead will conduct a home visit with another member of staff in the case of a child who is on the list of 'vulnerable pupils'.
- If there are further concerns from the DSL following a home visit, then other external agencies will be alerted, as appropriate.
- Letters requesting absence received at the office will be brought to the attention of the Headteacher, who in turn will authorise/not authorise the absence in consultation with the Educational Welfare Officer.
- Office staff pre-record holiday absence in SIMS after the request has been authorised/unauthorised by the Headteacher/EWO.

If you are unclear about which attendance mark to use please speak to the Headteacher.

Amendments to the Attendance Register

Amendments to the attendance register can be made by the office staff or class teacher or person responsible for the class.

Preservation of the Attendance Register

The attendance register must be preserved for a period of three years after the date on which the entry was made. This information is stored electronically in SIMS as attendance is now entered via ipads.