

## **REGISTRATION OF PUPILS POLICY**

*Colehill First School is a Rights Respecting School. As such it is committed to upholding children's rights and promoting their responsibilities under the UN Convention for the Rights of the Child (UNCRC). The contents of this policy are fully in keeping with this commitment.*

### **Introduction**

This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available.

### **Relationship to other policies**

The policy on attendance should be read in conjunction with the policies on admissions, PSHE and school session times, and current guidance produced by the school for staff on the registration of pupils. The home-school agreement is also pertinent.

### **Roles and responsibilities of Headteacher, other staff, governors**

The Headteacher will ensure that

- Pupils are registered accurately and efficiently
- Whole school attendance targets are set as required by LA/DfE
- Parents or carers are contacted when reasons for absence are unknown or unauthorised
- Pupil attendance and lateness are monitored regularly
- 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
  - 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. family holidays, special occasions) and seek Headteacher's authorisation when needed.

The governing body

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

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

The Headteacher will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The Headteacher and the governing body will evaluate the data and decide what, if any, further action is required.

**This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.**

Signed.....

Position: Local Governing Body Chairperson

Date of review: 28th February 2017

Date of adoption: 12<sup>th</sup> March 2008

Date for review: Spring Term 2020