



Attendance Policy

Collingwood School

Policy Statement

For the welfare, health and safety and educational benefit of all pupils, Collingwood School registers pupils in all years. The School requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006. For this reason, Form Teachers must ensure they are completed properly in accordance with the procedures in this document.

It should be read in conjunction with:

Missing Pupil Policy, Safeguarding Policy, Fire Policy and Procedures and Admissions Policy.

This policy applies to all members of our school community, including those in our EYFS setting.

Registers are completed electronically on the School's ScholarPack MIS system. In effect, they are completed 'in ink' because the registers can be printed out.

Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

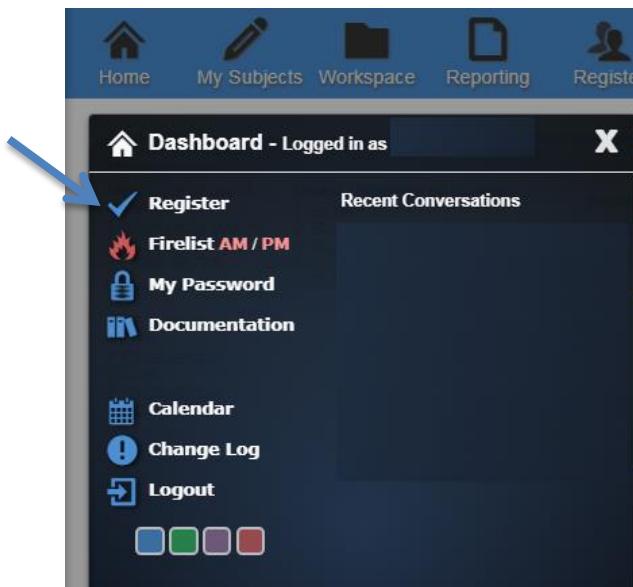
Procedures

- All members of teaching staff must be familiar with the following procedures, and must know how to access the attendance registers, as shown in the diagrams below.
- Form Teachers and the School Office are responsible for recording and following up attendance issues.
- In some cases, (e.g. absence that gives rise to concern, repeated failure to provide a letter explaining an absence or extreme cases - more than 10 days of unexplained absence), the Headteacher will make contact with parents.



ScholarPack MIS System for Registers and Codes

1. Open Scholar Pack and log in. Under the Home Icon click Register



2. Select the class that you wish to register from the drop down menu and the pupils for the relevant AP/ PM session appear.



3. Pupils are automatically listed as present and will need to be manually changed to Absent (N code).

Registration is only open for a short window of time. Any children not registered at this point will be marked as late.

Morning registers MUST be completed before 08:50. Any children arriving after this time will be marked as Late (L) with the minutes late recorded. Afternoon registration MUST be completed by 13:40.



Registration Codes

The attendance register includes the pupil's form group and records if they are absent or present at any given registration session. The codes used in the register are listed below with their meanings.

Code	When to Apply	Notes	Out of School (Authorised (A)/ Unauthorised (UA)
/\	Present AM Present PM		
N	No Reason Provided		UA
U	Late (after register closed)	e.g. traffic, family issue. Note time of arrival	A
P	Agreed Sporting Activity	Sport Competition/ Fixtures	A
V	Educational Visit or Trip	Day and Residential Trips	A
B	Educated Off-Site		A
#	School Closed to Pupils	e.g. Bank Holiday	A
Y	Enforced Closure	e.g. due to Snow	A
X	Non Compulsory School Age	Not expected (Nursery)	
C	Authorised absence not covered by other code		A
O	Unauthorised absence not covered by another code		UA
J	Interview/ Taster Day	Inc. taster day, open day and interview	A
G	Family holiday – NOT Authorised		UA
H	Family holiday	Authorised letter of request received by Headmaster well in advance	A
I	Illness	Call or email from parents	A



M	Medical or dental appointment	Letter of information received by teacher in advance	A
R	Religious observation	Letter of information received by teacher in advance	A
E	Excluded but no alternative provision made	Necessary as per Behaviour and Discipline Policy	A

Signing In and Out

Where pupils arrive or leave the school premises at any other times of the day, they must sign in or out. Signing in and out sheets are located in the School Office. ScholarPack will be updated by the School Office accordingly.

When a child arrives late they must ensure that they are signed in on the signing in and out sheet. The School Office will update ScholarPack accordingly.

Following up unexplained absences

Parents should either contact the School Office by email or telephone before 8.40am to inform the school of any absence or illness. This should be repeated on every day of the absence. Upon return to school a signed and dated absence note or email should be provided to the Form Teacher/School Office.

The School Office telephones the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded, before 10.00am each day and records the reason for absence according to the above code.

The School requires that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headteacher well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headteacher, requesting leave of absence in advance of the date.

It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons. The School Office should follow up all UNEXPLAINED absences (those marked with a N).

Letters received to explain absences e.g. sickness, treatments must be used by the School Office or Form Teacher to update the register. They should then be filed in the School Office.

If an absence cannot be explained, please see the Headteacher to follow it up

Other Registers at Collingwood School

- A paper register is taken in before school care (7.30 – 8.20am) and at After School Care (3.15 - 6.30pm)
- Clubs registers are recorded on ScholarPack MIS.
- Off-Site Sport and Fixtures paper registers are taken by the PE teacher before leaving the premises.
- Paper copies of registers can be printed from ScholarPack and taken off site for any visits and activities.
- Each morning a 'Not in School' report is printed and kept with Fire in case of an evacuation.



Reporting Attendance to the Local Education Authority

The school will report to the Local Education Authority the following attendance issues:

- 10 days unauthorised absence
- Failure to attend regularly
- Deletion from the school register when the next school is not known
- Deletion from the school register when a child has moved school at 'non-standard times' (during the course of the school academic year)
- Deletion from the school register if a pupil is taken out of school by their parents and is being home educated.
- Deletion from the school register where the pupil has stopped attending School and no longer lives within reasonable distance of the school (unless of course parents have given due notice as per standard procedures and have indicated the next school).
- Deletion from the school register because the pupil has been permanently excluded. When the Headteacher knows the deletion from the school register will apply, the LEA will be contacted

This policy applies to all members of our school community, including those in our EYFS setting. Collingwood School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Collingwood School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on request from the School Office.

Reviewed L Hardie - Sept 2018