



# Ulverston Victoria High School

## Attendance and completing the admission and attendance registers

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## **1. Statutory requirements**

The Education (Pupil Registration) (England) Regulations 2006 make it compulsory for all schools and academies, including independent schools, to keep and maintain an admission register and an attendance register for every pupil, with the exception of schools where all pupils are boarders. Every pupil, regardless of age, must be placed on both registers.

The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

## **2. Information needed on the admission register**

The admission register must contain the following:

- The pupil's personal details, e.g. full name, gender, date of birth.
- The date of the pupil's admission or re-admission to the school.
- Information regarding the pupil's parents, e.g. address, contact number.
- Details of the last school the pupil attended, where applicable.

Where the pupil moves to a new address, the Ulverston Victoria High School record the following:

- The full name of the parent with whom the pupil will live.
- The new address.
- The date from when it is expected the pupil will live at this address.

Where the pupil moves to a different school, the current or previous Ulverston Victoria High School will record the following:

- The name of the other school.
- The date of when the pupil first attended, or is due to start attending.

Schools must enter the pupil's data on the admission register from the beginning of the first day on which the pupil will attend the school.

## **3. Deleting a pupil's name from the admission register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education Regulations 2006 as amended. All schools must notify the LA when a pupil's name is to be deleted from the admission register as soon as the ground for removal is met, and no later than the time at which the pupil's name is removed.

**Please note:** this does not apply where the pupil's name is removed after they have completed the school's final year, unless the LA requests such information.

When notifying the LA of the removal of a pupil's name from the admission register, the school must provide the following details:

- The full name of the pupil.
- The full name and address of any parent the pupil lives with.
- At least one phone number of any parent the pupil lives with.
- The full name and address of the parent who the pupil is going to live with and the date the pupil is expected to start living there, if applicable.
- The name of the pupil's other or future school, along with their expected start date, if applicable.
- The ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

#### 4. Information needed on the attendance register

Using the codes in the table below, the attendance register should specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances, e.g. bereavement or sickness.
- Absent due to circumstances relating to an illness.

Code	Description
/	Present (AM)
\	Present (PM)
L	Late (before registers closed) marked as present.
I	Authorised absence due to illness (not medical or dental appointments, etc.).
M	Authorised absence due to medical or dental appointments.
R	Authorised absence due to religious observance.
S	Authorised absence due to study leave.
T	Authorised absence due to traveller absence.
H	Authorised absence due to agreed family holiday.
F	Authorised absence due to agreed extended family holiday.
E	Authorised absence as pupil is excluded, with no alternative provision made.
C	Authorised absence as pupil is absent due to other authorised circumstances.
B	Approved education activity as pupil is being educated off site (not dual registered).
D	Dual registered (at another establishment) – not counted in possible attendances.
J	Approved education activity as pupil is attending interview.
P	Approved education activity as pupil is attending an approved sporting activity.
V	Approved education activity as pupil is away on an educational visit or trip.
W	Approved education activity as pupil is attending work experience.
G	Unauthorised absence as pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday.
U	Unauthorised absence as pupil arrived after registers closed.
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code.
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided.
X	Non-compulsory school age absence – not counted in possible attendances.
Y	Unauthorised absence as pupil is unable to attend due to exceptional circumstances – this may be used to record where there are exceptional staff absences or unavailability of transport, e.g. due to adverse weather conditions, which affects access to education.
Z	Pupil not on admission register.
#	Pupil absent due to whole or partial school closure.

Ulverston Victoria High School will enter the pupil's data on the attendance register from the beginning of the first day on which the pupil will attend the school.

## **5. Absent pupils**

The school should follow up any absences to:

- Determine the reason for the absence.
- Ensure the proper safeguarding action is taken, where necessary.
- Identify whether the absence is approved or not.
- Ensure that the correct code has been used before entering it on to the school's electronic register.

Ulverston Victoria High School will inform the LA of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

## **6. Who can complete attendance registers?**

There is no legal requirement for the person who takes the attendance register to be a qualified teacher; however, it would be wise to ensure that this person is in a position of trust, e.g. teachers, TAs and external supply teachers.

The school proprietor holds the overall responsibility for upholding their legal requirement to ensure attendance registers are completed correctly and that instances of non-attendance are addressed in accordance with The Education (Pupil Registration) (England) Regulations 2006 and [section 434](#) of The Education Act 1996.

It is, therefore, the Ulverston Victoria High School proprietor's responsibility to put measures in place to ensure that attendance registers are completed accurately by those designated individuals.

## **7. Information needed if the registers require amendments**

Any amendments made to the admission register or the attendance register must include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

## **8. Principles at UVHS**

The school recognises the clear link between the attendance and attainment of students. The aim of this policy, therefore, is to encourage the highest possible levels of attendance for individual students within the school and to support learning and achievement.

In order to achieve this, all members of the school community have an important contribution to make. This policy was written in line with the Department for Education's 'School Attendance' departmental advice and should be read in conjunction with the Attendance Roles and Responsibilities Guidance.

### **Aims:**

- Improve the overall percentage attendance of students at UVHS.
- Reduce the number of persistent absentees.
- Raise the profile of attendance amongst the school community.
- Ensure the provision of appropriate guidance for parents, students and staff.
- Develop and monitor clear procedures for the maintenance of accurate register.
- Develop a systematic approach to gathering, analysing and acting upon attendance data.

- Develop a whole school approach to ensure consistency of intervention strategies.

### **Policy:**

- The Attendance Roles and Responsibilities Guidance details strategies for raising levels of attendance. All staff should ensure that these are followed.
- An appropriate curriculum is essential and will be kept under constant review.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Students are provided with appropriate support to minimise disaffection with school. This includes multi agency provision as appropriate.
- Students with Special Educational Needs are identified and given appropriate support, as are Gifted and Talented students.
- CLA students are monitored rigorously.
- Effective partnerships with parents through regular contact and support is provided. Parents are kept informed of students' attendance through first day contact, termly Progress Reviews and annual reports, letters of praise and concern and through individual interviews as appropriate.
- Parents are actively discouraged from taking students away from school during term time for holidays or other purposes.
- Attendance is given a high profile throughout the school.
- Appropriate sanctions are in place to deter poor punctuality.

## **9. Identifying and Tackling Poor Attendance**

- Attendance levels and patterns for individuals, form groups, year groups and the whole school are carefully monitored, and action taken to address poor attendance at each level.
- Long term absentees are provided with appropriate support to enable them to make a positive return to school.
- Early identification of potential poor attendees is part of the schools primary liaison work prior to transition.
- The school's Family Liaison Officer plays a crucial role in tracking poor attendance. SLT responsibility for Attendance lies with the Deputy Headteacher: Student Welfare.
- The Local Authority may issue a penalty notice to parents who fail to ensure their child's regular attendance in school.

## **10. Procedures**

### **Parents**

- Ensure son/daughter leaves for school on time.
- Telephone the school if your son/daughter is to be late.
- Contact the school on the first day of absence if your son/daughter is unable to attend through illness, giving an indication of the expected duration of the illness.
- Endeavour to make medical and dental appointments outside school hours.
- Endeavour not to take holidays in term time.
- Provide explanation for absences by:
  - Notification on first day of absence and note when student returns.
  - E-mailing the school on [attendance@ulverstonvictoria.cumbria.sch.uk](mailto:attendance@ulverstonvictoria.cumbria.sch.uk) or [uvhs@ulverstonvictoria.cumbria.sch.uk](mailto:uvhs@ulverstonvictoria.cumbria.sch.uk)
  - Telephone the school's Attendance Administrator, with reason for absence on 01229 483900 ext 6264.

- For leave during term time parents should put their request, in writing, to the Headteacher. It is at his/her discretion as to whether this time off will be authorised and leave will be authorised only in exceptional circumstances.

### **Students**

- Ensure you leave on time for school.
- Arrive at school by 8.45am.
- Be in Form Room by 8.50am.
- Be silent whilst register is being taken.
- Arrive to lessons on time.
- Always attend lesson.
- Never leave school site.
- Sign out for medical appointments.

### **Subject Teachers**

- Arrive at lessons on time.
- Give attendance/punctuality a high profile. Praise students for arriving on time and deal with those who arrive late.
- Use SIMS/ Edulink to register students am/pm and in every lesson.
- Notify the office using the Child not turned up email for any missing students.
- Only register those students present in the classroom and subsequent latecomers.

### **School Attendance Administrator**

- Run the First Day Response system for Years 7, 8, 9, 10 and 11.
- Enter all absences known in advance: trips, visits, music lessons, holidays and examinations.
- Update SIMS upon the receipt of notes from students via tutor, e-mails, telephone calls and visits to school from parents.
- Generate letters to parents for unaccounted absences every Thursday.
- Will provide weekly data for Pastoral Leaders and SLT
- Will provide monthly data for SLT and Governors.
- Work with Pastoral Leaders on individual student attendance issues.
- Produce statistical analysis of attendance for LA, SLT and Governors.

### **Pastoral Leaders**

- Liaise with parents.
- Give attendance/punctuality a high profile.
- Support tutors in monitoring attendance and punctuality.
- Include attendance issues in briefings.
- Fortnightly meetings with school's Family Liaison Officer on attendance issues.
- Make referrals to the school's Family Liaison Officer when need arises.
- Make referral to Attendance Panel.

### **SLT**

- Will have cognisance of National Policy.
- The Headteacher will give attendance a high profile through assemblies, newsletters and reports to the Governors.
- Will monitor the use of SIMS/Edulink throughout the school to ensure its effective and consistent use.

- Ensure attendance issues are included in the school prospectus.
- Ensure reasonable adjustments.

### **Governors**

- Review and evaluate the attendance policy and practice.
- Monitor progress against school targets/County/National targets.

### **11. Absences will be authorised for:**

- Sickness.
- Unavoidable medical/dental appointments.
- Days of religious observance.
- Exceptional family circumstances.

### **12. Attendance will be credited for:**

Educational activities such as:

1. Sporting activities
2. Educational visits
3. Work experience
4. Courses in other educational establishments.

### 13. Attendance Roles and Responsibilities Guidance

#### Whole School Practice

When	What	By Whom
Daily	Registers taken within the first 10 minutes of the lesson. To be done on SIMS/ Edulink. Any faults must be reported immediately to IT technicians and a paper register sent for from reception. This must then be sent straight to Attendance Administrator. <b>This is a legal obligation and must be done carefully.</b>	Teachers
Daily	Registers taken by all class teachers throughout the day, using the SIMS/ Edulink system.	Teachers
Daily	While doing SIMS/ Edulink teachers should check previous lesson/session for any potential truants. If in any doubt refer to the Attendance Administrator straight away. If a student is truanting, they must be referred to their Pastoral Leader.	Teacher
Daily	If a student is late they must be marked late and be issued with a detention to make up for lost time.	Teacher
Daily	Any trips must be registered on paper at the start of the day and details sent immediately to the Attendance Administrator. It is not sufficient to have published names on the trip beforehand.	Trip Leader
Daily	If any truants are flagged up they must be put on Safeguarder Report.	Form Tutor
Daily	If a student is identified as truanting for ½ day or more student should be placed in Isolation.	Pastoral Leader
Daily	First day absence contact with parents/guardian.	Attendance Administrator
Daily	Registers from Learning Support and the Engagement Centre.	SENCO/ Engagement Centre
Daily	Attendance of Victoria Outreach students registered.	Attendance Administrator
Weekly	Pastoral Leaders and Form Tutors issued with specific attendance data and follow ups carried out.	Form Tutors
Fortnightly	Pastoral Leaders are timetabled to meet with School's Family Liaison Officer to go through attendance issues relating to their year group.	Pastoral Leaders/ Attendance Administrator
On request	Attendance data and comparisons issued to Governors.	Deputy Head