



ATTENDANCE POLICY AND RECORDING PROCEDURES

This policy is agreed by members of the Senior Management TEam and is reviewed annually to assess its implementation and effectiveness. The policy is promoted and implemented throughout the company.

The aim of this attendance policy is to encourage pupils to attend school and nursery regularly in order that they are able to take full advantage of the educational opportunities available. It also details the procedures in which a child's information is recorded on the admissions register and when information needs to be passed on to relevant authorities.

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children from the age of 5 years, receive effective, full-time education, either by regular attendance at school or otherwise.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Daily attendance monitoring

We ensure that:

- children are registered accurately and efficiently in line with regulatory requirements
- parents or guardians are contacted by 9:30 am on the first day of absence when reasons for absence are unknown or unauthorised
- pupil attendance and lateness is recorded and monitored, including reasons for absence, and is followed up where necessary
- if a child is absent for school or nursery for more than 10 days continuously without leave or is regularly absent we will inform the local authority
- school and nursery attendance records and statistics are reported to DfE if required and are made available at ISI inspection.

Parents or Guardians are required to:

- ensure regular attendance and comply with absence procedures by informing the school of the reason for absence on the first day of non-attendance by phone or email
- use the Absence Notification Form to provide in writing, details and reasons for the absence on return. This only applies to children of compulsory school age.
- discuss planned absences with the school in advance (e.g. family holidays, special occasions) and complete an Authorised Request Form and return it to school for authorisation by the Headteacher. This only applies to children of compulsory school age.

Admission Register monitoring

Our admissions register is kept up to date with the names and details of children who attend Ashbridge. Where children live at two or more addresses, wherever possible we record all addresses and the days children reside at each address.

When a child joins Ashbridge School at any time other than the September after they turn 4, the local authority will be informed within five days of the child starting school.

When a child leaves Ashbridge School the following procedure is followed:

- Destination school and expected first day of attendance is recorded, whenever it is possible to ascertain this information.
- Local authority is informed when a child is to be deleted from the admissions register:
 - At a non-standard transition time, as set out in the guidance Children Missing From Education
 - In the case of any of the fifteen official separate grounds for removing a pupil from the admissions register
- Any safeguarding concerns and relevant information will be sent on to the child's next school or place of education.