



## **Ashford School and Ashford Friars Preparatory School Attendance Policy**

### **PRINCIPLES**

- Every child has a fundamental right to be educated.
- Parents and teachers have a duty to ensure maximum attendance at school.
- The school keeps attendance registers in conjunction with the Educational (Pupil Registration) (England) regulations 2006
- The attendance register is relevant to all pupils of compulsory school age and is extended to the Sixth Form

### **AIMS**

- To enable maximum pupil attendance through valuing high attendance rates.
- To encourage pupils to take full advantage of their educational opportunities by attending school regularly.
- To recognise the external factors which influence pupil attendance and work in partnership with parents to address difficulties?

### **OBJECTIVES**

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
- To provide an effective and efficient system for the monitoring of attendance.

## Appendix

### Senior School Procedures

#### REGISTRATION

Electronic Registration is completed twice daily by tutors in the morning and afternoon in accordance with statutory requirements. These registers are kept electronically for a minimum of 3 years.

The school will support parents by providing work as and when appropriate for a child who is on long term absence from school due to medical reasons.

Registration is operated through the school's database, Hebron Engage.

#### Parents

Parents are asked to either telephone the school or send in a short note if their child is ill or unable to come to school for any reason.

If a child is to leave the school during the day for an appointment the school should be informed beforehand.

We strongly discourage parents from taking their children out of school for holidays as we believe that in most cases this is not in the child's best interests. However, if a family plans to go on holiday during term time, they should write to the Head requesting permission to take their children out of school. The school can only authorise up to two weeks' absence for family holidays in one academic year. Absences for family holidays over and above this amount count as unauthorised absences.

The Senior Deputy Head is responsible for ensuring that the registers are kept properly.

### **Procedures for Registration and Monitoring Attendance – SS**

#### **Instructions for Registration**

##### **Tutors –**

If a pupil is present in your form at registration, mark them present.

If a pupil is absent and you have not had confirmation from a parent or reception of the reason for this, they should be marked **absent**.

If you have had confirmation from a parent or reception that a pupil is off school, they should be marked as an **authorised absence** with a note to clarify what confirmation has been received.

Where a pupil is away for a specific reason – e.g. a school trip or medical appointment, you should use the relevant codes.

- **AT THIS STAGE - NO PUPIL SHOULD BE MARKED AS UNAUTHORISED ABSENCE.**
- **PLEASE DO NOT ACCEPT OTHER PUPILS' EXPLANATIONS FOR A CLASSMATE'S ABSENCE.**
- **PLEASE ENSURE THAT YOU MARK EACH PUPIL AND DON'T LEAVE THE 'SELECT' BUTTON SHOWING.**

##### **Reception – (Julia)**

Any pupil who is late should register at reception – Julia will then change the **absent** to **late**.

Julia will investigate any pupils marked as **absent**. Where there is a satisfactory explanation, Julia will change the **absent** to **authorised absence** with a note to this effect on the register. If unable to contact parents for a satisfactory explanation, this **absence** will be changed to **authorised absence** within 24 hours of the child's return to school once a tutor has been able to follow it up.

Where no explanation is forthcoming and it is clear that a pupil has truanted or has been allowed to miss school for holidays etc without the Headmaster's permission the register will be changed by Julia to show **unauthorised absence**.

A weekly printout will be issued for the Deputy Head to review attendance and absences and ensure that all absences are accounted for.

A printout of the amended register will be run off at the end of each calendar month and kept for three years.

### Ashford Friars Prep School Procedures

Pupils are registered by Form Staff using the electronic registration system installed on the computers at the Prep School.

Staff will follow the instructions as per the SS for registering a pupil.

Pupils arriving late into school who may have missed registration are to report to the desk where one of the admin staff will register and take the pupils' home details to be recorded at the same time.

The admin staff will phone parents if we have not received a call to explain the absence. A record of authorised holiday/absence is kept in the pupils' file.

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24/11/10	Yvonne Howard	

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