



GRACE DIEU

MANOR SCHOOL

This is the policy of Grace Dieu Manor School, incorporating the Early Years Foundation Stage, Pre-Prep and Junior Prep.

Attendance and Registration Policy

School Mission Statement:

***“Learning and growing in
the light of the gospel”***

WITHIN THE POLICY:

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Policy Statement

At Grace Dieu Manor School education is seen as a partnership between the family and the school. The school is committed to providing the highest quality of education for all pupils, and parents and guardians are asked to support this objective.

Aims

Grace Dieu Manor School follows the DfE guidance – School Attendance (Sept. 2018). For pupils to benefit fully from the educational opportunities provided by the school, they must have high levels of attendance and punctuality. The school believes it is in the best interest of all concerned that requests for authorised leave are made honestly and that pupils are not complicit in concealing reasons for their absence.

Consistent and regular attendance is a requirement of the school. In exceptional circumstance such as prolonged illness, recuperation, medical treatment or for compassionate reasons the school will provide work and facilitate a pupil's return to full time education within an agreed time frame and in consultation with parents.

The DfE guidelines state that *"it is the responsibility of the school to support attendance and to take seriously the problems which may lead to non-attendance"*. Here at Grace Dieu, we consider that both parents and staff have a duty to ensure maximum attendance at school, and staff encourage this at all times.

In addition to which *'Keeping Children Safe in Education' (Sept. 2019)*, states that a child going missing from an education setting is a potential indicator of abuse and neglect. Grace Dieu Manor School, in having regard for this advice, has put in place appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions, to help identify any risk of abuse (see *Child Missing From Education Policy*).

A robust Attendance Policy is key to providing an effective and efficient system for the monitoring of attendance and to identify patterns of irregular attendance and to work with parents to resolve any difficulties.

Practice and Procedure

All children's attendance is monitored and parents are asked to inform the school of absence of any kind. Absence is recorded on the register (3sys). Any unreported absence is followed up immediately with a telephone call from Sister Alderman and subsequently recorded on the electronic register.

If attendance becomes a concern parents will be asked to attend a meeting with the Class Teacher and the Deputy Head (in pastoral capacity) or Head of Pre-Prep (as appropriate) to discuss what measures will be implemented to assist and improve attendance. If there is no or insufficient improvement the Head will seek advice from Leicestershire's Designated Safeguarding Lead and contact the family to forewarn of referral to Leicestershire County Council Pupil Services Court Team. It is always the school's desire to work with the parents to resolve any attendance issue.

School Routine

Pre-prep pupils are required to be in School by 8.50am and pupils in Junior Prep by 8.30am. Statutory registration takes place at 8.55am (Pre-Prep) and 8.35am (Junior Prep).

The teaching day finishes at 3.30pm in Cygnets to Year 2 and 4.00pm in Years 3-6.

However, there is supervision for all pupils until 6.00pm as stated in our '*Our Supervision of Children Procedures*'.

Pupils are not permitted to leave the campus during the School day, unless it is with a member of staff for a School activity or sporting fixture or with a parent/guardian for an appointment outside of School.

Exceptional Leave

Requests for formal leave of absence must be made to the Headmistress in writing, ideally 2 weeks before the proposed absence.

Whilst it is preferred that absence in term time is avoided, each request will be considered individually and decisions made based on a number of criteria including:

- The stage the pupil has reached in his/her education
- The pupil's academic record
- The unique nature of the absence
- If the request is to participate in an off-site co-curricular activity such as sport or drama then the level of representation will be considered.

The school understands that on occasions there are extenuating reasons that a pupils may need to be away from school and the Head will provide authorisation where there are compassionate grounds. Parents are asked to provide as much advance notification and detail so that each request can be considered carefully.

All parents considering making a request for a holiday or absence for recreational reasons in term time are asked to weigh up the following points:

- The school year generally has between 180-190 days. Term dates are published sufficiently in advance to allow parents to make use of remaining days in the calendar year for holiday purposes.
- Missed lessons place pupils at an academic disadvantage and may have unsettling effects, both socially and academically. Other pupils may be disadvantaged due to the disruption caused by absence and it is always the responsibility of the pupil to catch up with any work that is missed in Junior Prep and the responsibility of the parent in Pre-Prep.
- If the request is not authorised then the period of absence will be recorded as unauthorised in the school register. In exceptional circumstances the school may ask to meet with the parents to discuss any unaccounted for periods of absence.
- Legislation – all leave for holidays is at the discretion of the school and not an automatic entitlement. The basic framework and guidance is taken from the Education (Pupil Registration) Regulations 2013, which states: (1A) Subject to paragraph (2), leave of absence should not be granted unless: an application has been made in advance to the proprietor by the parent with whom the pupil normally resides and the proprietor, or person authorised by the proprietor in accordance

with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

Medical Appointments

The school requests that parents try to avoid making external appointments for their children during the course of the school day.

Other requests for absence (such as Religious Festivals, medical or dental appointments) arranged necessarily at short notice should be made to the Class Teacher and in writing (email will suffice) and this should be forwarded to School Reception and the Head's PA.

All pupils leaving the school site for a medical appointment or approved absence are required to be signed out at the School's Reception and in again if/when they return.

If a child is ill, parents should contact the School before 9.00am on the first day of absence. *If no call has been received by this time, the School will make contact on the first day of unexplained absence in order to ascertain the reason for absence. All absences are recorded in a book held in Reception in order to fulfil our statutory obligations and this is updated daily. Parents are not required to make contact with the School again to explain the reason for subsequent absence if this has already been made clear on the first day of absence. That said, it is helpful to have regular updates and so contact is encouraged.*

Term dates are published well in advance in order for parents to arrange holidays without disrupting the child's education unnecessarily. Do see our 'Holidays in Term Time Policy'.

REGISTRATION GUIDELINES FOR CLASS TEACHERS

Junior Prep (Years 3 – 6)

1. **Registration is a legal requirement** and, as such, must be carried out diligently each day by the Class Teacher at the following designated times:

Morning Registration:	8.35am
Afternoon Registration:	1.35pm

2. Registers (using the electronic registration system*) must be maintained and kept fully up-to-date by Class Teachers as they will be inspected by ISI and will routinely be inspected by the Deputy Head or Headmistress at any time.
3. A Zip Folder is provided to store notes/letters from Parents/Guardians, relating to absences (e.g. medical, dental appointments, etc., as authorised by the Headmistress), as well as giving out messages. These folders should be collected routinely at the start and end of morning and afternoon registration. Any notes should be removed at the end of each half-term and kept securely (by School Nurse) until the end of the academic year.
4. The "Guidelines for the Completion of Attendance Registers" on 3Sys should be strictly adhered to. Any symbols used when marking registers **MUST** be in line with the approved symbols listed on 3Sys of all Attendance Registers – paper based and electronic.

5. Any pupil arriving after 8.35am but before the end of the registration period will be recorded as Late. Pupils missing from registration without a valid reason will be registered by their Class Teacher with an O (unauthorised absence) which is updated by Sister with the appropriate code once the reason has been established.
6. The School Nurse will check all registers once they are completed, by 8.45am in the morning session and 1.45pm in the afternoon session. In the event of a technical failure teachers will record manually and send to School Nurse.
7. Parents of children marked absent will be contacted to ascertain the reason for the absence, if School has not already been notified. From this call, should it be ascertained that the pupil was in fact dropped off at school, then the Lost or Missing Child Procedure will be put in place.

Pre-Prep (Reception to Year 2)

1. **Registration is a legal requirement** and, as such, must be carried out diligently each day by the Class Teacher/Nursery Nurse at the following designated times:

Morning Registration:	8:55am
Afternoon Registration:	12:35pm

2. Registers must be maintained and kept fully up-to-date by Class Teachers as they will be inspected by ISI and will routinely be inspected by the Deputy Head, Headmistress, or Head of EYFS & Pre-Prep at any time.
3. A Zip Folder is provided to store notes/letters from Parents/Guardians, relating to absences (eg. medical, dental appointments, etc., as authorised by the Headmistress), as well as giving out messages. The Head of EYFS & Pre-Prep will be responsible for these folders being taken to and from Reception. Any notes should be removed at the end of each half-term and kept, securely, by the Head of EYFS & Pre-Prep until the end of the academic year.
4. The “Guidelines for the Completion of Attendance Registers” on 3Sys should be strictly adhered to. Any symbols used when marking registers **MUST** be in line with the approved symbols listed on 3 Sys of all Attendance Registers.
5. Any pupil arriving after 8.55am but before the end of the registration period will be recorded as Late. Pupils missing from registration without a valid reason will be registered by their Class Teacher with an O (unauthorised absence) which is updated by Sister with the appropriate code once the reason has been established.
6. The School Nurse will check all registers once they are completed by 9.00am in the morning session and 12.45pm in the afternoon session. In the event of a technical failure teachers will record manually and send to School Nurse.
8. Parents of children marked absent will be contacted to ascertain the reason for the absence, if School has not already been notified. From this call, should it be ascertained

that the pupil was in fact dropped off at school, then the Lost or Missing Child Procedure will be put in place.

Back-up

The PASS system keeps the records for all percentages. KA maintains that the input is adhered to daily and checks each day that every child has an entry to their name, for this very purpose. The PASS system keeps the records for every day entries for the registers. KA also keeps a written record for every years' registers. These are kept for 3 years after the end of the school year in question.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy and this policy will be kept up to date and amended to take into account any legislative and regulatory changes.

Reviewed MK (Sept. 2019)