

## **REGISTRATION OF PUPILS POLICY**

*Colehill First School is a Rights Respecting School. As such it is committed to upholding children's rights and promoting their responsibilities under the UN Convention for the Rights of the Child (UNCRC). The contents of this policy are fully in keeping with this commitment.*

### **Introduction**

This policy provides a framework and guidance for staff and parents to ensure that pupils attend school regularly so that they can take full advantage of the educational opportunities available.

### **Relationship to other policies**

The policy on attendance should be read in conjunction with the policies on admissions, PSHE and school session times, and current guidance produced by the school for staff on the registration of pupils. The home-school agreement is also pertinent.

### **Roles and responsibilities of the headteacher, teachers, pupils, parents / carers.**

#### The Headteacher will ensure that:

- Pupils are registered accurately and efficiently
- Pupil attendance and lateness are monitored regularly
- Whole school attendance data is regularly reviewed, including data for key identified groups, and actions are taken promptly to address attendance concerns
- Parents or carers are contacted without delay when reasons for absence are unknown or unauthorised
- School attendance statistics are reported to the Academy Trust and Academy Committee
- Pupils absent for periods in excess of 3 days because of ill-health receive appropriate learning support.

#### All teachers have a responsibility to:

- Register pupils accurately and promptly at the beginning of each school session
- Report pupil attendance and lateness daily via the registration system
- Encourage pupils to attend school regularly and inform school leaders if there is a problem that may lead to absences

Pupils will be encouraged to

- Attend school regularly
- Inform a trusted member of staff of any problem related to attendance, absence or lateness.

Parents and carers will be asked to

- Ensure the child attends school regularly
- Inform the school on the first day of non-attendance
- Discuss planned absences with the school in advance (e.g. family holidays, special occasions) and seek Headteacher's authorisation when needed.

**Arrangements for monitoring and evaluation**

The Headteacher will, on a termly basis, provide data to the Academy Committee on pupil attendance and will provide comparisons with previous terms and years. The data will be analysed by whole school and key groups. The Headteacher and Academy Committee will evaluate the data and decide what, if any, further action is required.

The Academy Trust central team also monitor attendance data and this is shared across Trust schools to identify any patterns and trends by school or by area.

**This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.**

Date of policy: December 2020

Date of next review: Autumn Term 2023