

Liverpool College

Attendance and Registration Policy



Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values

We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess


We believe that the development of character, creativity, intellect and spirituality, are the primary aims of education.

We work together to create a happy and caring school community which is engaged in our local community and the wider world

We pursue high standards in every area of school life

This is a whole school college and applies to the Pre Preparatory, Preparatory and Senior School as well as the Boarding Halls and the Breakfast Club, after school clubs and the Young Explorers Holiday Club.



Approved Date	1/10/2018
Review Date	1/10/2020
Principal	 Mr H vM Broekman

Liverpool College Attendance and Registration Policy

Introduction

Liverpool College recognises the clear link between the attendance and attainment of students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for students within Liverpool College to support learning and achievement. The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our pupils and students every day and provide an educationally safe and secure environment. To gain the greatest benefit from their education it is vital that all pupils and students attend regularly and on time. Pupils and students should aim to attend every day that the school is open. We set a target for all students to aim for 100% attendance with the expectation all pupils and students achieve at least 97%. As a college we define regular attendance as 97% or above.

Liverpool College believes teachers, parents, carers, pupils and students and all members of the Liverpool College community have an important contribution in improving attendance and punctuality ensuring pupils and students attend to achieve. This Policy sets out how we will achieve this together.

Aims

This Policy aims to:

- maximise the overall percentage of pupil attendance and punctuality
- reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the school community.
- provide support advice and guidance for parents, pupils and staff.
- develop clear procedures for the maintenance of accurate registration for pupils and students.
- ensure a systematic approach to gathering, analysing and acting upon attendance data.
- ensure a whole College approach to ensure consistency of intervention strategies.
- continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

Promoting regular attendance at Liverpool College

This is everyone's responsibility, all members of staff, parent/carers and pupils and students. To help us all focus on this, we ensure:

- appropriate interventions are in place to deter poor punctuality
- an appropriate curriculum is provided and will be reviewed regularly
- the need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance
- pupils are provided with appropriate support to minimise disaffection from school. This includes Liverpool College and multi-agency provision as appropriate
- Special Educational Needs, disadvantaged and Looked After pupils and other vulnerable groups are given appropriate support, and attendance is monitored rigorously
- effective partnerships with parent/carers are encouraged through regular contact and support provided
- parents/carers are kept informed of pupil and students' attendance and punctuality through first day contact, progress reports, individual letters and meetings when required

- good attendance and punctuality is rewarded through regular individual pupil and House incentives
- attendance and punctuality is regularly discussed with pupils
- staff attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

Why regular attendance is important

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have regular absence often find it difficult to catch up and do well. 90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year.

The DFE has published a strong link between poor school attendance and low levels of achievement:

Students attendance	Chance of achieving 5 good pass grades at GCSE
100% - 96%	73% of Students achieve 5 good pass grades.
96% - 94%	64% of Students achieve 5 good pass grades.
93% - 90%	55% of Students achieve 5 good pass grades
80% to 70%	Only 20% chance of achieving 5 good pass grades
50% and below	Only 6% of Students achieve 5 good pass grades

Ensuring a pupil's regular attendance at school is a parents/carer's legal responsibility and permitting a child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

Understanding types of Absence

Liverpool College has to record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by email or phone on the first day of absence and in writing on the pupil or student's return.

Authorised Absence

Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Principal or Vice Principal (on behalf of the Principal) not parents who make the decision to authorise absence from school.

Unauthorised Absence

Unauthorised absence is when the college has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request.

This includes but is not exclusive to:

- parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings

- truancy before or during the school day
- absences which have not been explained.
- pupils who arrive at school too late to get their mark

After the age of 5 years when a pupil's attendance falls to 90% or below (after the Michaelmas term) the College will not authorise any further absence until the College has investigated or without further medical documentation that specifically states that the pupil should not attend school.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. From September 2018 Liverpool College will issue warning letters, which refers to a warning period (in accordance with the Local Authority Code of Conduct), to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 schools days. If the child has any unauthorised absence during this time the school will refer the case to the Local Authority requesting a Penalty Notice be issued.

Under Government guidelines the college cannot authorise holidays within term time, unless there are special circumstances. If an unauthorised holiday is taken, which equates to unauthorised absence of five days or more the Local Authority may issue a Penalty Notice of £60 per child per parent. The Penalty Notice fine is £60 if paid within 21 days, increasing to £120 if paid between 21 - 28 days. If the fine is not paid by the end of the 28 day period it will lead to prosecution. This Penalty Notice is immediately processed, without any warning period being provided.

Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects Schools to intervene well before students reach a level of persistent absence.

Whilst we understand that students can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution. Parent/Carers are asked to contact the House Administrator in the first instance.

Leave of absence

The College can only legally authorise leave in exceptional circumstances as set out in *the Education (Pupil Registration) (England) (Amendment) Regulations 2013*. We believe that children need to be in school for all sessions, so that they can make the most progress possible. Parents will be expected to use the College's official leave of absence request form (Appendix I) or write in by email. It is for the Principal and Vice Principal (acting on behalf of the Principal) to decide if there are exceptional circumstances.

The application must be made by the parent with whom the child normally resides, but the form can be brought to the school by the pupil.

The College will not give leave automatically but will take into account:

- the age of the child
- attendance rate

- the time of the year proposed
- the nature of the holiday or event

If the pupil still takes leave which has not been approved by the College, it counts as unauthorised absence and legal action maybe considered.

Where a pupil becomes pregnant, no more than 18 weeks leave will be given, after which the absence would be unauthorised. The College will do all it can to support the pupil remaining in College as long as possible. (See *Circular 10/99 and Annex A Reasons for Absence*)

Whenever possible dental and medical appointments should be taken out of school hours, however appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded.

The college may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Vice Principal will set a time limit for such absences in consultation with the Principal, Assistant Principal (Head of Guidance and Sport). The Principal or Vice Principal may also seek advice from an appropriate agency before coming to a decision.

Religious observance

There is no legislation or regulation or guidance on this matter. In the Secondary Phase, the Principal will review each application reasonably, and in consultation with the Vice Principal (MARP) and the parents. The school expects advance notice, since religious festivals are likely to be fixed well ahead.

Long-term absence

When children have an illness that means they will be away from school for over five days, the College endeavours to send work home, but this is by no means guaranteed as a great deal of work requires teacher input in order to promote understanding.

If the absence is likely to continue for an extended period, or be a repetitive absence, the College will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Parents are expected to keep the college informed on any issue that impacts on their child's attendance eg. medical conditions.

Absence Procedure

If a pupil is to be absent from College a parent/carer must inform the college on the first day and every day thereafter (unless the absence requires a known amount of days off school- in which case the parent/carer must inform the college of the length of absence) in the following ways:

Primary Phase

Ring either the Pre-Preparatory School or the Preparatory School office and report absence with reason for absence.

Secondary Phase

Ring or email pupil's House Administrator on the House telephone extension number or on the below email address:

Brook's House - brooks@liverpoolcollege.org.uk

Butler's House - butlers@liverpoolcollege.org.uk

Howard's House - howards@liverpoolcollege.org.uk

Howson's House - howsons@liverpoolcollege.org.uk

School House - school@liverpoolcollege.org.uk

Selwyn's House - selwyns@liverpoolcollege.org.uk

If a parent/carer does not make contact, the College will make contact with the parent/carer on a daily basis. If no contact can be made, from any of the contacts recorded on the college system, the pupil will be deemed 'missing from education' and a home visit will take place.

If a pupil's attendance falls below 97% (after the first Michaelmas half term) the college will initiate the support strategies outlined below to encourage improvement in attendance.

Daily afternoon welfare phone calls will be made by the college to check on the wellbeing of pupils and to encourage attendance at college the following day.

Support Available

The following strategies support the college in ensuring high attendance:

- a register taken in SIMS at the start of every lesson. (to combat lesson to lesson truancy in the Secondary Phase)
- home visits made by House Administrators, Primary Phase School Secretaries, Heads of House and Senior Leadership
- additional contact with parents via email, telephone and letters, attendance interviews and regular reviews
- meetings will take place with the Vice Principal (MRAP), Education Welfare Officers (EWO), Attendance Coordinator and other external agencies to provide support for children and their parents.
- for absences of younger children, meetings with the Head of the Preparatory School or the Pre Preparatory School, Education Welfare Officers (EWO) and other external agencies to provide support for children and their parents
- re-integration programme on first morning back in school after long-term absence
- re-integration timetables where appropriate
- individualised curriculum where appropriate
- EWO involvement including possible home visits.

The Education Welfare Office

The Education Welfare Officer (EWO) provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school. The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the student's attendance and where unauthorised absence persists, the EWO will be required to give consideration to the instigation of legal proceedings which may include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

Rewards

The following rewards encourage high attendance:

- half-termly, termly and annual certificates, letters sent home for individuals and class/House prizes for groups
- brunch with the Principal
- good attendance references to potential employers/colleges/universities.

Sanctions

If a pupil of compulsory school age fails to attend regularly, without a reason authorised by the college, his/her parent commits an offence they may be ultimately fined or taken to court. The College reserves the right to use any of the following sanctions to fulfil its legal obligations with respect to school attendance:

- EWO involvement and referral.
- Parenting Contracts. Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend school regularly. This can result in the College offering the parent the opportunity to enter into a parenting contract following a pupil's truancy under section 19 of the Anti-social Behaviour Act 2003 (with The Governing Body).
- Penalty Notices issued by the College. Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend College regularly. This can result in the College issuing a penalty notice under section 23 of the Anti-social Behaviour Act 2003 (by the Principal and deputy and Heads of School).
- Parenting orders or penalty notices can also be issued by the Education Welfare Service.
- Parent guides to these sanctions are available on www.parentcentre.gov.uk

Roles and responsibilities

Governing Body:

- approves the policy and any proposed changes
- receives reports from the Principal
- reviews the working of the policy in the light of the Principal's report.

Principal:

- In the Secondary Phase, on a daily basis in the afternoon, makes welfare phone calls to parents/carers of pupils whose attendance is below 85% to encourage attendance the following day
- sets attendance targets as part of the College development plan
- monitors progress
- ensures that strategies are in place to promote and implement the policy throughout the College and are made available
- determines (in collaboration with the Vice Principal (MRAP) Heads of School (Primary Phase) and Assistant Principal (Head of Guidance and Sport)) whether to authorise any proposed absences requested, or absences which have taken place for which no request was made.
- notifies parents as appropriate that if a pupil of compulsory school age fails to attend regularly, without approval by the school his/her parents commit an offence

- initiates with appropriate staff, strategies to improve attendance
- liaises with the Local Authority over persistent absentees
- liaises with the Local Authority and police when they wish to exercise their powers to enforce truants to return to school
- makes an annual report with statistics to the Governing Body.

Vice-Principal (MRAP):

- in the Secondary Phase, on a daily basis in the afternoon, conducts welfare phone calls to parents/carers of pupils whose attendance is between 85-89%, to encourage attendance the following day
- oversees the attendance procedures.
- ensures that procedures are adequate and are being followed
- ensures that the tracking systems are rigorous and actions are put in place to improve attendance.
- ensures that the attendance of disadvantaged pupils is monitored to ensure that there are no gaps between the attendance of disadvantaged and non-disadvantaged pupils
- makes periodic checks of the registers to monitor pupil absence
- deals with issues of inadequate registering
- arranges appropriate training for staff
- keeps the Principal informed of the progress of the policy
- responds to correspondence requesting absence from school, determining whether absence is authorised or not
- contacts and if necessary meets parents whose child's attendance is below 85%
- liaises with the EWS and makes referrals when appropriate.
- carries out home visits where necessary

Vice Principal (Teaching and Learning and Curriculum) and Assistant Principals:

- In the Secondary Phase, on a daily basis in the afternoon, conduct welfare phone calls to parents/carers of pupils whose attendance is between 85- 89%, to encourage attendance the following day

Assistant Principal (Head of Guidance and Head of Sport):

- works with Heads of House to ensure the efficient running of the system
- contacts and if necessary meets with parents whose child's attendance is between 85-89%
- advises the Vice-Principal on any strategies that could be initiated or improved
- ensure that the school admission and attendance registers are available for inspection by Ofsted
- carries out home visits where necessary

Heads of School (Primary Phase):

- contacts and if necessary meets with parents whose child's attendance falls below 97%
- advises the Vice-Principal on any strategies that could be initiated or improved
- ensures that the school admission and attendance registers are available for inspection by Ofsted
- carries out home visits where necessary

Heads of House (Secondary Phase):

- on a daily basis in the afternoon, conduct welfare phone calls to parents/carers of pupils whose attendance is between 90-94%, to encourage attendance the following day
- oversee the House Mentors to ensure that all pupil absences are noted and absence notes received from parents
- ensure that all registers are completed
- make regular checks on the efficiency of the registration
- make regular checks on absence notes
- investigate and oversees attendance issues that have been referred to them by the House Mentor
- contact parents whose child's attendance is less than 95%
- contacts parents whose child is in danger of becoming a persistent absentee. (90-93% attendance)
- ensure that all suspected truancy is followed up and dealt with
- refer persistent absentees to the Assistant Principal (Head of Guidance and Head of Sport)
- make reports to the Assistant Principal (Head of Guidance and Head of Sport) on the efficiency of the system
- liaise with the Assistant Principal (Head of Guidance and Head of Sport) over training needs.
- carry out home visits where necessary

House Administrators (Secondary Phase):

- on a daily basis, telephone parents/carers of pupils who do not report to school for morning registration to seek an explanation and record the details of all absences in SIMS. Phone calls will be made in the following priority order:
 - Vulnerable and Disadvantaged Pupils
 - Pupils below 90% attendance
 - All other pupils
- if no contact can be made with parents/carers or emergency contacts, alert the Head of House/Assistant Principal (Head of Guidance and Head of Sport), so that a home visit can be arranged,
- carry out home visits as and when is necessary
- check medical evidence and issue signing out slips for unavoidable medical appointments and sign back in on their return.
- on a daily basis in the afternoon, conduct welfare phone calls to parents/carers of pupils whose attendance is between 95-100%, to encourage attendance the following day
- collect and file the absence notes and amends the marks on SIMS, liaising with the Vice Principal (MRAP) as and when is necessary
- coordinates the issuing of letters to be sent out to parents of pupils who have unexplained absences after one week
- ensure that all pupils who report into school after registration for any reason (e.g. traffic delays or attending medical appointment) sign in late to register arrival at school)
- record the lates in SIMS.
- weekly, run off a late report in SIMS and issue Behaviour Points for each occasion of lateness and issue Heads of House detentions for 2 or more occasion of lateness (this includes late to any lesson throughout the day)

Attendance Coordinator (Secondary Phase):

- runs a daily missing marks report from SIMS, as a backup for fire/emergency situations and to check on absences and lates

- works with the Vice Principal (MRAP) to ensure that all teachers complete registers in SIMS
- liaises with the House Administrators and sends out a daily absence summary email, so that daily afternoon welfare phone calls can be made by the appropriate members of staff
- checks signing out slips and ensures that all pupils who leave the premises during the day for whatever reason (e.g. a medical appointment or illness) sign out at the school Reception
- sends out weekly reports and liaises with House Mentors to follow up outstanding absence notes
- Issues Head of House Detentions and 2 behaviour Points to pupil who fail to sign in as late
- Works with the Vice Principal (MARP) in liaison with the EWS to follow up attendance concerns, unauthorised absence and referrals.

Registration by House Mentors (Secondary Phase):

- ensure that pupils are registered accurately using the following codes / (present), N (absent) and L (late)
- ensure that pupils bring absence notes
- ensure that unaccounted for absences are followed up by getting in touch with parents (if there is reasonable concern about a child's welfare they must contact the designated Safeguarding Officer)
- inform and liaises with the House Administrators for reasons for absence
- keep the Heads of House informed of any signs of suspected truancy
- contact parents if a pupils attendance drops below 97%
- refer pupils to their Head of House when there is a concern re absence, patterns of absence and/or where attendance is less than 96%

Teachers:

- take the register on SIMS during every lesson using the following codes / (present), N (absent) and L
- check the attendance of pupils at their lessons
- inform the Heads of House of the names of pupils who are absent without notification.

Parents/Carers must ensure:

- their child leaves for school on time.
- telephone calls are made to the College if their child is to be late.
- pupils attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session) Ensuring a child's regular attendance at College is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law
- college is informed of their child's absence on the first day of non-attendance by ringing or emailing the House Administrator
- contact is made to the House Administrator if the absence requires more personal contact
- response to phone calls or letters sent by the College
- routine non-emergency medical and dental appointments are made outside of school hours.
- an explanatory note is provided on the day of return to school after absence
- in the case of emergency, the college has up to date contact numbers at all times and any change is reported to the college as soon as possible. As a college, we request a minimum of two emergency contact details be provided
- requests for exceptional circumstances leave of absence are made by email to the Vice Principal (MRAP) and can only be authorised by the Principal. Reasons such as a close family

bereavement or taking part in a significant religious event might be acceptable for short periods

Pupils

- ensure they arrive at 8:20am in the correct uniform and have all equipment necessary for learning
- be in class by 8:25 am.
- arrive to lessons on time.
- always attend every lesson.
- never leave the school site without permission.
- always use the signing in/out system when late or leaving school for appointments.
- following any absence complete any missed work

Taking the Register

In the Secondary Phase, the register is updated twice daily at the start of morning and afternoon sessions. In the Pre Preparatory School and the Preparatory School, registration happens at the beginning and end of the school day. In addition all teaching staff must check that the pupils who should attend each lesson do so.

In the event of a fire drill or a real emergency, the use of electronic registering would be inappropriate, therefore, there will be a printed list of all classes ready to be deployed by the School Secretaries. These will be given out to staff taking roll at the assembly point.

The register must record whether the pupil is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- one taking place off the school premises
- approved by a person authorised by the Governing Body or the Principal
- supervised by a person approved by the Governing Body or the Principal
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in higher or further education
- Link Courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision (e.g. sick children being taught at home), or attending approved sporting activity.

When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence; and the nature of the approved educational activity (for a pupil of compulsory school age).

The following register codes are used by teaching staff:

/ \ - Present am/pm

L - Late

N - No reason yet provided for absence - Unauthorised Absence

The following codes are used by the Vice Principal (MRAP), School Secretaries, House Administrators and Attendance Coordinator

- @ - Late (after registration closed)
- B - Educated off site - Approved Educational Activity
- C - Other authorised circumstances (including public performances licensed by the local authority, family bereavements, exceptional special occasions) - Authorised Absence
- D - Undefined
- E - Excluded (no alternative provision made) - Authorised Absence
- G - Holiday not authorised by the school or in excess of the period determined by the Principal Unauthorised Absence
- H - Annual Family holiday during term-time (provided this has been agreed by the school) - Authorised Absence
- I - Interview
- L - Late (before registers close) - Present
- M - Medical/Dental appointments - Authorised Absence
- O - Unauthorised Absence
- P - Approved Sporting Activity - Approved Educational Activity
- R - Religious Observance - Authorised Absence
- S - Study Leave - Authorised Absence
- T - Traveller absence - Authorised Absence
- U - Arrived in school after registration closed
- V - Educational visit or trip - Approved Educational Activity
- W - Work Experience - Approved Educational Activity
- X - Non-compulsory school age absence
 - - All should attend – no mark recorded
- Y - Enforced closure – unable to attend owing to exceptional circumstances - not counted in possible attendances
- Z - Pupil not on admission register
- ! - No attendance required
- # - School closed – not counted in possible attendance
- * - Not on roll

In the Secondary Phase, registration will be closed five minutes after the start of the morning and afternoon sessions. Pupils who report after this time will be recorded as late.

In the Primary Phase the register is closed after five minutes or when the class are ready to leave for assembly in the morning.

After Morning Registration in the Primary Phase

The Late Book

If a pupil is not present at registration for any reason, i.e. lateness; attending medical appointment; music lesson etc., then the pupil/parent in the Preparatory and Pre Preparatory School must sign the late book to register his/her arrival at school. The School Administration Officers will then mark the pupil in via SIMS and email/inform teachers regarding children who are late in their form. If a pupil fails to sign the Late Book then he/she will be recorded as absent for that period. The School Administration Officers will run a daily 'missing marks' report from SIMS, as a backup for fire/emergency situations and to check on absences and lates. Unexplained absences are followed up by a telephone call to parents and SIMS is amended accordingly. Letters are sent to parents whose children are frequently late.

For official recording purposes, The School Administration Officers will run off a copy of the registers on a daily basis, and these are kept on file.

If a pupil leaves school for any purpose, whether for ill health or for an appointment out of school, he/she/ or parent must sign the In/Out book, which is kept outside the school office; this is recorded on SIMS

If a pupil leaves the building e.g. for a music lesson or a medical appointment, then he/she or parent must also sign out in the In/Out Book. On his/her return, this must also be noted in the In/Out Book.

When a group of children are off-site for a fixture, then team sheets are available in the School Office and the staffroom in case of fire.

A register is also taken during after-schools clubs and during after school care.

The Secretary is responsible for collecting the In/Out Book and the Late Book in case of an emergency, including Fire Practices.

After Morning Registration in the Secondary Phase

All pupils who arrive after the 8:30 bell must report to their House Administrator to sign in. They will be given a behaviour Point for lateness. If they fail to sign in they will be issued with a Head of House detention and 2 Behaviour Points.

All pupils who leave the premises for any reason must have written medical evidence or a signed note from parents/carers. They must go, on arrival to school, to the House Administrator, who will issue a signing out slip (on production of medical evidence or signed note). Pupils must sign out in the Main Reception and will only be allowed to leave when parents/carers arrive to pick them up. Sixth Formers will be allowed to leave without their parents/carers. Pupils must sign in with their House Administrations on return to school.

Taking a Pupil off the Register

The Principal will authorise the taking of a pupil's name off the register in accordance with the current regulations.

A child's name can be taken off the register in the following situations:

- the pupil is registered at a school in accordance with a school attendance order, and another school is named in the order, or the order is revoked by the LA because education is being provided otherwise than at school
- a child has been registered at another school
- the parent has notified the school that the pupil is receiving education otherwise than at school
- the child has moved from a place where it was a reasonable distance from the school at which he/she was registered (except in the case of boarders)
- a pupil granted leave of more than ten days and then has failed to attend school within the ten days immediately following, and the proprietor (the school/LA) is not satisfied that the pupil is unable to come to school because of illness or other unavoidable cause
- the pupil is certified by a medical officer that he/she is unfit to attend school before ceasing to be of compulsory school age
- the pupil has been absent continuously for a period of not less than four weeks, and neither the LA nor school, after reasonable enquiry, has been able to locate the pupil

- the pupil has died
- the pupil will cease to be of compulsory school age before the school next meets and intends to cease to attend the school
- a child at a school other than a maintained school has ceased to be a pupil
- the pupil has been permanently excluded from a maintained school
- the pupil has been admitted to receive nursery education and does not transfer to the reception class. (*Pupil Registration Regulations 1995*).
- the pupil is above compulsory school age and has failed to meet the academic requirements for the Sixth Form

Monitoring and review

It is the responsibility of the Governing Body to monitor overall attendance, and they will request an annual report from the Principal. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The Governing Body will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The College will keep accurate attendance records on file for a minimum period of three years.

This policy will be reviewed every two years.

Further Guidance

Further guidance on all issues to do with school attendance can be found on the school attendance website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Other relevant policies

PD07 Behaviour Management Policy

PD02 Home School Agreement

CP01 Safeguarding

CP05 Bereavement

HS04 Supporting pupils with medical conditions

FORM TO REQUEST LEAVE OF ABSENCE FOR A PUPIL

Pupil Details

Name of Pupil:

Form:

Date(s) requested:

Reason for request (Please state clearly the educational value of the special circumstances):

.....
.....
.....
.....
.....
.....
.....

If necessary, additional information may be included on a separate sheet, which should be signed and attached to this form)

Signed:

Date:

Note: This form should be returned to the Head of School, either directly or via the Tutor

FOR INTERNAL USE ONLY:

Request for absence authorised/not authorised

Signed:

Date: