

Pewsey Vale School



Headteacher: Carol Grant

Attendance and Registration Policy (P13)

Responsibility: Kirsty Protheroe

Next Review: June 2017

- Reviewed by KP – Deputy Head Teacher June 2016
- Adopted and re-implemented by P&S Committee 17 June 2016
- Verified by FGB 30 June 2016

P&S Approving signature: _____ **Date:** _____

Head Teacher signature _____ **Date:** _____

Chair of Governors signature _____ **Date:** _____

Historical Reviews/Update:

- Policy reviewed July 2014

Rationale:

One of the key contributing factors to maximising student achievement is excellent attendance and Pewsey Vale School therefore encourages its students to be proud of their excellent attendance records and follows up all absences. We ensure that we meet all the key points as outlined in the Education (Pupil Registration) Regulations 2006.

Objectives:

To address and conform to the following, as detailed in the Education (Pupil Registration) Regulations 1995:

Keeping of Registers	Inspection of Registers
Content of Admission Register	Returns
Leave of Absence	Methods of marking entries
Deletions from Admissions Register	Preservation of Registers
Dual Registration	Use of Computers

Policy in practice:

The Admission Register will be maintained by the School SIMS operator. The Attendance Register will be kept by the Form Tutor (or substitute) and checked, as necessary, by the Learning Co-ordinator/Attendance Co-ordinator. The Form Tutor should refer any queries about attendance to the Attendance Co-ordinator.

It is the responsibility of the Attendance Co-ordinator and Office Manager to monitor the attendance of all students in the school and, if necessary, refer in writing any students giving cause for concern to the Education Welfare office (EWO) and SLT.

To assist the monitoring of attendance regular printouts will be made available via the Attendance Co-ordinator. Details of all students' records of attendance will be included in their School Report.

The school requires a student who has been absent to bring a note from home explaining the reason for their absence on the day that they return to school. SIMS generates letters to parents/guardians who have failed to account for their child's absence. The school telephones parents of absent students on the first day of absence. Not all notes are automatically sufficient for authorisation; in some cases a doctor's note will be required.

The Education Welfare Officer (EWO) will meet regularly with the Learning Co-ordinators and Attendance Co-ordinator to review the attendance situation and to follow up suspicious unauthorised absences.

The attendance information for the school relies on efficient and prompt returns on absent students being made at morning registration and in Period 4 and tutor period. Tutor and teaching staff prioritise this task. Any late arrivals must sign in and inform Reception.

All staff are expected to encourage good attendance and punctuality.

Monitoring and Evaluation

The Attendance Co-ordinator and Learning Co-ordinators using the Registers and regular attendance summaries to monitor attendance and punctuality. Where issues are identified, parents will be contacted and the EWO informed as necessary.

Regular termly reviews of data are undertaken to compare attendance and registration related data with those for previous years and with local and national averages.