



Peafield Lane Academy Policies

Admissions & Attendance Registers

Date	Review Date	Coordinator	Nominated Governor
Dec 2014	Dec 2016	Kate Ryder	Janet Dodds

We believe we conform with The Education (Pupil Registration) Regulations 2006 that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To comply with The Education (Pupil Registration) Regulations 2006.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed an Attendance Officer and a First Day Contact person who will be responsible for the day to day management of the attendance system;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;

- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the Attendance Officer and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Attendance Officer and First Day Contact

The Attendance Officer and First Day Contact will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- ensure that all admissions are recorded and that the attendance system is kept up to date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Admission Register

- The admission register contains an alphabetical index of all the pupils in the school.
- All entries will be made in ink.
- The following will be recorded for each pupil:
 - Pupil's full name
 - Sex
 - Parent's name and address
 - The name of the person who has custody of the child
 - Emergency contact numbers of the parent/carers
 - Admission date
 - Name and address of the last school attended
- Pupils will be entered on the admission register on the first day that we expect them to attend.

Attendance Registers

- We believe that attendance registers are important for:
 - effective attendance management
 - providing evidence in the event of prosecution of parents under the Education Act 1996
- We have in place a manual/computerized attendance register system.
- Entries will be taken twice a day.
- All absences will be recorded as either authorised or unauthorised.
- If we have given approval for a pupil to be away then the absence will be recorded as authorised.
- The only time when a register will not be taken is when the school has had to close due to:
 - in-service training
 - severe weather conditions
 - structural damage
 - fire

Inspection of Admission and Attendance Registers

- The admission register and all attendance registers are available at all times for inspection by:
 - HM Inspectors
 - Ofsted / Estyn Inspectors
 - Education Welfare Officers

Publication of Admission and Attendance Information

- Every year we publish in school website the Annual Report to Parents the following information about attendance:
 - the total number of pupils on the roll for at least one session
 - the percentage of sessions missed through authorised absence
 - the percentage of sessions missed through unauthorised absence

Preservation of Registers

- It has been decided that the admission register will be retained indefinitely.
- All attendance registers will be retained for a minimum of three years.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- ensure that the attendance register will be taken at the beginning of the morning and afternoon sessions;
- bring to the attention of the Attendance Officer any irregularities in pupil attendance;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- arrive at school on time;
- know the value of good attendance;
- attend school whenever they are well enough to do so;
- attend lessons during the school day and not play truant.

Role of Parents

Parents will:

- be made aware of this policy;
- be asked to take part periodic surveys conducted by the school;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- not arrange to take holidays during term time and only withdraw their children from education in exceptional circumstances.
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the school

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Home-School Agreement	▪ Attendance & Truancy
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Headteacher:		Date:	
Chair of Governing Body:		Date:	