

Jasper City School Registration Policy

The attendance register records every pupil's attendance at every session the school is open to pupils. It is a legal document and may be called for examination by an Inspector. Accurate registers are vital for fire drills.

At Jasper City School, we will:

- maintain appropriate attendance data - attendance is recorded and data stored and analysed using the attendance registry.
- maintain appropriate registration processes, having consistent & systematic daily records which give detail of any absences and lateness using DfE attendance codes:



| Code | Meaning |
|------|--|
| / | Present in the morning |
| \ | Present in the afternoon |
| B | Educated off site (NOT Dual registration) |
| C | Other authorised circumstances (not covered by another appropriate code/description) |
| D | Dual registration (i.e. pupil attending other establishment) |
| E | Excluded (No alternative provision made) |
| G | Family Holiday (NOT agreed or days in excess of agreement) |
| H | Family Holiday (agreed) |
| I | Illness (NOT medical or dental etc. appointments) |
| J | Interview |
| L | Late (before registers closed) |
| M | Medical/Dental appointments |
| N | No reason yet provided for absence |
| O | Unauthorised Absence (not covered by any other code/ description) |
| P | Approved sporting activity |
| R | Religious observance |
| S | Study leave |
| T | Traveller absence |
| U | Late (after registration closed) |
| V | Educational visit or trip |
| W | Work experience |
| X | Untimetabled sessions for non-compulsory school-age pupils |
| Y | Forced and Partial Closure |
| Z | Pupil not on roll |
| # | School closed to pupils |

Class teachers are legally responsible for marking their class attendance register twice per day, at the start of each session – 08:25 in the morning and 13:15 in the afternoon. The main school door opens at 08:15, this is sufficient time for learners to make their way to their classrooms and store their personal belongings before the register is called. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session.

Any pupil who arrives at school after 08:30 will be marked as late in the attendance record (Attendance code L). *Any child who arrives at school later than 09:00 will be marked as having an unauthorised absence for the morning (Attendance code U).* Where there is persistent lateness, parents/carers will receive a letter advising them of the concerns and the school will provide

opportunities for parents/carers to receive support and advice to resolve the issue.

Notifying absence

Parents should contact the school between 08.00 to 08.20 on the first day of absence informing the school of the reason for absence, for example if the child is unwell. Calls from parents regarding absences are logged. This should be followed up with a letter from the parents on the child's first day returning to school, stating the dates missed at school and the reason for the absence.

The school should have advanced notice of any medical appointments during school hours. For the absence to be recorded as a medical absence (attendance code M) we do require evidence from the doctor, dentist or hospital (appointment card/letter).

Where we have not received reasons for a child's absence, we will send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by a specified date, the absence will be recorded as unauthorised (attendance code O).

The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised and will do so based on the information that the parents provide (please see Attendance Policy).

Follow up absences and persistent lateness if parents have not communicated with the school.

No notice from parents of absence

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. After registration, office staff check all registers daily, to ensure that all children are accounted for. Telephone calls will be made to parents of children who are not in school, to ensure that children are safe. This forms part of our Child Protection procedure.

Deletions from the Register

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register.

Amending registers

There are only three occasions when the attendance register can be altered:

1. If an error has been made i.e. the wrong code was used,
2. If an unexplained absence has since been explained,
3. If the child's name is legally changed.

Whenever a change is made to either register both the original entry and the amendment must be clearly distinguishable. Register must show the reason for the change, the date the change was made and who made it.

Storing registers

Attendance registers are kept in the School Office.