

LANCASTER ROYAL GRAMMAR SCHOOL

POLICY STATEMENT

Number
15

Date Approved By Board of Governors
July 2018

REGISTRATION AND ATTENDANCE

Introduction

The school gives high priority to attendance and all staff, parents and pupils are encouraged to recognise the importance attached to it.

Regular school attendance is essential if children are to achieve their full potential. Parents are encouraged to contact the school if they are experiencing problems.

The Registration of Attendance:

- 1 The school register is held on a computer situated in the server bank.
- 2 Entries to the register are made using network terminals by teachers and the Data Manager.
- 3 The codes used for entries to the register are those recommended by the Department. The default setting is no reason given (N).
Absence will be categorised as follows:

Code	Name	Description
B	Educated off site	Educated off site (NOT Dual registration)
C	Other Authorised Circumstances	Other Authorised Circumstances (not covered by another appropriate code)
D	Dual registration	Dual registration (i.e. pupil attending other establishment)
E	Excluded	Excluded (no alternative provision made)
F	<i>Extended family holiday (agreed)</i>	<i>Extended family holiday (agreed)</i>
G	Family holiday (not agreed)	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)	Family holiday (agreed)
I	Illness	Illness (NOT medical or dental appointments)
J	Interview	Interview
L	<i>Late (Late before registers closed)</i>	<i>Late (Late before registers closed)</i>
M	Medical appointment	Medical or Dental appointment
N	No reason	No reason yet provided for absence
O	Unauthorised absence	Unauthorised absence (not covered by any other code)
P	Approved sporting activity	Approved sporting activity

R	Religious observance	Religious observance
S	Study leave	Study leave
T	Traveller absence	Traveller absence
U	Late (after registers closed)	Late (after registers closed)
V	Educational visit	Education visit or trip
W	Work experience	Work experience
X	<i>Non-compulsory school age absence</i>	<i>Non-compulsory school age absence</i>
Y	<i>Exceptional circumstances</i>	<i>Exceptional circumstances</i>
#	<i>School closed to pupils</i>	<i>School closed to pupils</i>
/	<i>Present (AM)</i>	<i>Present (AM)</i>
\	<i>Present (PM)</i>	<i>Present (PM)</i>
-	<i>Unknown</i>	<i>Unknown</i>

- 4 All boys who arrive after form period should, as soon as they arrive in school, report to Wyresdale House where they will be recorded as late up to 9:50 a.m. After this time they will be marked as Unauthorised late (U). Parents can authorise this by communicating with the school.
- 5 An unauthorised absence occurs when a boy is away from school without written explanation from parents. If form teachers are unsure if a boy is playing truant they should leave the register at the default value of 'N'. This must be changed to another code later when the facts are established. A note or e-mail from parents is always required to explain absence and should be handed to the Data Manager via the form teacher in case a future check is required. E-mails should be addressed to both the form teacher and Data Manager.
- 6 The Data Manager will contact the parent/carer of all boys of compulsory school age who are not registered by morning break, on the first day of absence. If such a phone call reveals an unauthorised absence this information must be passed on to form tutor and copy to Head of Year.
- 7 For afternoon registration, teachers must register boys using a computer at the beginning of Period 6 or by contacting the Data Manager direct. The only exception is for 6th Form boys with lessons period 7 but not period 6 who must register at Wyresdale House.
- 8 The Data Manager will maintain a list of absentees for each day *on isams*. Colleagues should refer to this list to check sets and classes for unauthorised absences.
- 9 Form teachers are responsible for keeping an accurate register. All teachers should also check for patterns of absence which may indicate suspicious circumstances.
- 10 Any colleague who is taking a boy out of school should post a list of names and forms with departure dates and time on the Common Room notice board. A copy of this list should be given to the Data Manager in advance.

- 11 All requests for absence of one whole day or more should be made to the Headmaster asking for authorisation. The only exceptions to this are pupils wanting to leave school for a single day, or part of a day, to attend interviews, open days at Universities, driving tests, medical or dental appointments. They can request leave of absence in writing in advance from their Form Teacher. Boarding parents can arrange early leave or late return of up to one whole day direct with the Housemasters. Parents must request leave of absence in writing in advance from the Headmaster if they know their son is to be absent for any period in excess of a single day.

Registration Duties of the Form Teacher

- 1 The form teacher must register the form each morning at form period on the network terminals.
- 2 At School Assembly boys are registered by Form Teachers who should sit with their forms.
- 3 If the Form Teacher of pupils of compulsory school age is to be absent from school on any day, the teacher i/c cover will make arrangements for another member of staff to cover form period and register the class. If the pupils are not of compulsory school age this cover may be performed by the Head of sixth form or sixth form co-ordinator, otherwise boys should self-register in Wyresdale House.
- 4 The Form Teacher must insist on an absence note or e-mail written by parents when a pupil returns to school whether the parent has telephoned or not. These notes should be handed to the Data Manager who will inform the form tutor the note has been received.
- 5 If any investigation reveals an unauthorised absence, the Form Teacher will inform the Head of Year who will investigate further.
- 6 The parents must be informed immediately of any unauthorised absence (which comes to light in any way). This is to be done by the form teacher or Head of Year.
- 7 Form Teachers should be aware at all times of boys who could be potential unauthorised absentees. Form Teachers should alert subject teachers of such cases.

Post Registration Checks: The Staff

- 1 All staff should note absentees in any class they teach. They should, in the course of the day, check their absentees against the register. Any discrepancy must be reported

Attendance Policy: The Pupils

- 1 Registration should be completed by teachers until 9.10am; late arrivals must register at Wyresdale House. All pupils, including Sixth Formers, must ensure that they bring a written absence note from their parents when they return to school.
- 2 Pupils would normally be allowed two days absence during term time in the Sixth form to attend University Open Days. Pupils who have already been registered and need to leave school having received permission must sign out and if necessary sign back in at Wyresdale House.

Attendance Policy: The Parents

- 1 Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received. Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return.
- 2 Parents must write a note or e-mail explaining any absence on the boy's return to school. This covers Sixth Formers as well as lower school pupils. Parents should ask the school for help if their child is experiencing difficulties.
- 3 Parents must request leave of absence in writing in advance from the Headmaster if they know their son is to be absent for any period of a single day or longer other than in circumstances described under (11) above.
- 4 Parents are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and it will be an unauthorised absence unless in exceptional circumstances which might include the funeral or wedding of a close relative, university open day or participation in a national event.
- 5 Parents wishing to take their child on holiday during term time must send a written request to the Headmaster before holiday arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually.
- 6 All requests for leave of absence will be responded to in writing.
- 7 If a pupil fails to return and contact with the parent has not been made or received, the school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulation 2006. This means that the child will lose their school place.
- 8 If the permission to take leave is not granted and a pupil still goes on holiday, the absence will be unauthorised. In such cases the school may issue a penalty notice.
- 9 The Headmaster acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. Parents are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than two days be designated for any individual occasion or religious observance/festival and no more than three days in total in any academic school year. Any further absence will be categorised as unauthorised.

- 10 Study leave may be granted to Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period.

Attendance Policy: The Boarders

- 1 The Medical Centre Sister will send to the Data Manager each morning a list: of those boarders who could not attend registration because they needed medical attention.
- 2 Boarding parents can arrange early leave or late return direct of up to one day directly with the Housemasters. In the case of senior boarders, study leave during examination periods will be arranged with Housemasters.
- 3 Parents must request leave of absence in writing in advance from the Headmaster if they know their son is to be absent for any period in excess of a single day.

Legal Sanctions

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child at the school and of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

There are other alternatives to Section 444 which can be used such as parenting contracts and penalty notices. If necessary they will be used in accordance to current legislation.