

LANCASTER ROYAL GRAMMAR SCHOOL

REGISTRATION AND ATTENDANCE POLICY

Number 27	Date Approved By SLT July 2023
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This policy should be considered in conjunction with the Behaviour of Pupils Policy, which includes a section on our Non-attendance Support Policy.

Introduction

The school gives high priority to attendance and all pupils, parents and staff are encouraged to recognise the importance attached to it. The Trustees of the school also scrutinise reports on pupil attendance data.

Regular school attendance is essential if children are to achieve their full potential. Pupils must attend school unless they are ill, or parents have obtained permission from the school in advance.

Term time absences will be authorised only in exceptional circumstances. Requests will be considered individually and decisions are at the discretion of the Headmaster.

Parents are encouraged to contact the school if they are experiencing problems with their child's attendance at school.

The Registration of Attendance:

- 1 The school register is held on iSAMS.
- 2 Entries to the register are made via the school IT system by teachers and the Data Manager.
- 3 All pupils 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) unless a parent/carer has been in contact with the school and provided an explanation.
- 4 An unauthorised absence occurs when a pupil is away from school without written explanation from parents and permission from the school. If form teachers are unsure whether a pupil's absence has been authorised 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 given to the Data Manager via email or via the form teacher. E-mails should be addressed to both the Form Teacher and Data Manager.
- 5 The Data Manager will contact the parent/carer of all pupils 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 will be passed on to the Form Teacher and a copy to the Head of Year.

- 6 For afternoon registration, teachers must register pupils on iSAMS at the beginning of Period 6 or by contacting the Data Manager direct. The only exception is for Sixth Form students with lessons period 7 but not period 6 who will be given a pm present mark unless their absence is reported in Period 7.
- 7 There is an additional system for Sixth Formers to sign in and out of school at specific times as outlined in the student handbook. This system is maintained by the Sixth Form team.
- 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 be a cause for concern or indicate suspicious circumstances.
- 10 Any colleague who is taking pupils out of school should provide a list of names and forms to the Data Manager in advance.
- 11 All requests for absence of one whole day or more should be made by parents/carers in writing and in advance to the Headmaster who will consider whether the absence can be authorised. The only exceptions to this are pupils wanting to leave school for a single day, or part of a day, to attend interviews, 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.
- 12 All requests for University open days and offer holder days should be made using the form on the school's website and at least one week in advance to the Sixth Form Pastoral Assistant and to the Data Manager. During the Sixth Form, only 3 open day and 2 offer holder day visits will be authorised.
- 13 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.

Registration Duties of the Form Teacher

- 1 The Form Teacher must register the form each morning at form period on iSAMS.
- 2 At assembly pupils 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 Cover and Business Administrator 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 Sixth Form Team, otherwise pupils should self-register via the electronic sign-in points.

- 4 If any investigation reveals an unauthorised absence, the Form Teacher will inform the Head of Year who will investigate further.
- 5 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.
- 6 Form Teachers should be aware at all times of pupils 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 check their absentees against the register. Any discrepancy or unexplained absence must be reported to the Data Manager without delay.

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, email/website on every day of absence and provide the school with an expected date of return.
- 2 Parents must request a leave of absence in writing in advance from the Headmaster if they know their child is to be absent for any period of a single day or longer other than in circumstances described under point 11 above.

Parents are asked to avoid taking their children on holiday during term time. Parents wishing to take their child on holiday during term time must send a written request to the Headmaster before any arrangements are made. Each request will be considered individually and can only be authorised in exceptional circumstances.

- 3 Requests for leave of absence will be responded to in writing, where necessary.
- 4 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 via the local authority.
- 5 The Headmaster recognises that on some occasions religious festivals may fall during term time, and authorised absence may be considered for religious observance. Parents are requested to give advance notice to the school if they intend their child to be absent on an important day of religious observance.

- 6 Study leave may be granted to Year 11 and Upper Sixth students approaching GCSE and A-level examinations.

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 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 child is to be absent for any period in excess of a single day.

Legal Matters

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.

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 with current legislation.

Under the Education (Pupil Registration) (England) Regulation 2006, 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.