

# POLICY STATEMENT: PUPIL ATTENDANCE RECORDS

## RATIONALE:

To implement 'The Education (Pupils' Attendance Records) regulations 1991'.

c.f. 'Policy and Practice on Categorisation of Absence' (DFE May 1994) 'The Education (Pupil Registration) Regulations 1995'; 'The Education (Pupil Registration) (Amendment) Regulations 1997. South Gloucestershire Attendance Policy (October 1999).

## PURPOSES:

- To maintain school attendance registers in a manner which clearly distinguishes between authorised and unauthorised absences of pupils.
- To produce specified information on rates of authorised and unauthorised absence for publication in the school's prospectus, the governors annual report, the LEA and DfES.
- To have an effective system for discouraging post-registration truancy.
- To convey to both pupils and parents a clear message that:
  - regular attendance is vital – 'every day counts'.
  - unauthorised absence will not be tolerated.
  - lateness and post-registration truancy will be dealt with appropriately.

**IMPLEMENTATION:** The school utilises the SIMs Attendance Module to record attendance.

- The Attendance Clerk will produce a SIMs Pupil Registration Form and place the form in each register.
- Pupils arriving after the completion of each registration period must report to the reception area.
  - Late arrivals will be recorded by monitors in a Late Book retained in the reception area. (To the office at 3.30 pm).
  - A late slip will be completed by each pupil. Monitors will place these inside the relevant register so that tutors can amend the register accordingly.
- A weekly absence and lateness report will be produced by the Attendance Clerk, and tutors will follow up these absences with the individual pupil.
- The daily monitors will sort the registers and place them in the register trolley. The trolley should be placed in the School Office at 3.30 pm. (Missing slips/registers will be followed up by monitors.)
- Staff are expected to take a class register **at each lesson**. Absences from lessons should be checked against the official register to ensure continuing post-registration attendance by pupils. Such a check should be completed prior to am registration the following day. Heads of Year should be informed promptly of any discrepancies. (Attendance 'spot checks' will take place.)

- Tutors will advise Heads of Year regarding:
  - Absences of three days or more (however, the Attendance Clerk sends these out routinely to parents).
  - Any unauthorised absences (which may be subject to legal sanctions).
- Lateness and post-registration truancy will be subject to school sanctions imposed by Heads of Year, in consultation with Heads of Faculties where lessons have been missed. (Persistent lateness can be subject to legal sanctions.)
- Pupil attendance summaries will be included with all school reports.
- A separate system for recording attendance is used for Post 16 pupils.

E W Lyne  
Deputy Head Administration  
Re-viewed July 2000

Revised February 2005  
R C Evans  
Assistant Head Student Support