Attendance & Registration policy

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Contents

1. Principles and aims 3
2. Legislation and guidance 3
3. Roles and responsibilities 3
4. The school day and registration 7
5. Unplanned absence 7
6. Planned absence 7
7. Following up unexplained absence 4
8. Reporting to parents 7
9. Authorised and unauthorised absence 8
10. Strategies for promoting attendance 9
11. Monitoring 10
12. Policy monitoring 10
13. Links with other policies 10

Appendix 1 Attendance codes 12
Appendix 2 Completion of Registers protocols: the role of Tutors and Classroom Teachers 14
Appendix 3 Late to school procedure 15
Appendix 4 Graduated response to managing non-attendance 15
Appendix 5 How to put in a register code 18
Appendix 6 Medical appointment letter 19

Key people in the attendance process at Lynch Hill Enterprise Academy

Headteacher	Chris Thomas	c.thomas@lhea.org.uk
Chair of Governors		
Assistant Headteacher	Fiona Coulter	f.coulter@lhea.org.uk
Attendance Officer	Leanne Riley	l.riley@lhea.org.uk

1. Principles and aims

Every lesson counts and every day at school counts. We are committed to raising the level of achievement of all our students and we believe that **good attendance** at school is **essential** if students are to realise their **potential.** With good attendance, students will have increased self-esteem, achieve greater confidence and **better results**, and this will enable them to, 'Aspire, Achieve, Succeed.'

Lynch Hill Enterprise Academy seeks to provide a **welcoming, caring environment** and to work closely with students and their families to ensure that each student attends school regularly and promptly. It is essential for the **safety and welfare** of students that the school and their parents know where they are during the school day.

The legal responsibility for ensuring that children of compulsory school age attend school regularly, and on time, **rests with parents/carers**. Achieving good attendance, however, is the **shared responsibility** of parents, students, the school and, where necessary, Slough Borough Council.

Poor attendance can have a direct effect on a student's attainment and his/her future life chances. For example, 90% attendance might sound quite acceptable, but what that means in reality is:

- On average, half a day's school missed every week; (an employer would not think this is an acceptable rate of attendance.)
- In one academic year, this would amount to 4 whole weeks of school being missed.
- In 5 years, it would mean half a year of school missed.
- This could mean a drop in attainment in each subject.

Habits of low attendance and lateness in school are often repeated in working life.

Our **school target** for attendance is currently set at **97%**. We aim for our students to have 97% attendance or above, preferably 100%.

2. Legislation and guidance

This policy upholds the requirements of the Working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on School attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

We are all instrumental in promoting good attendance and have the following specific roles and responsibilities:

Students

- Recognise that registration is their first priority and they should be at their classroom for **8.30am.**
- Ensure that all notes from parents/carers are shown to their form tutor.
- If late for school, follow the late procedure: **sign in at late door.**
- Never leave school during the day without permission, and, where permission is granted, they must always **sign out at the school office.**

Parents/Carers

- Make every effort to **achieve 100% attendance for their child** where possible.
- Ensure their child is **punctual** to school; a note is needed to explain lateness.
- Where an absence cannot be avoided, **notify the school as a priority by 9.00am** for unplanned absences, and for absences known in advance via the student's diary, e mail, medical appointment card or letter.
- For illness absences that are longer than 5 days, seek to provide supporting evidence eg. prescription, appointment card.
- Where a student has been absent, **provide a reason for the absence** via the student diary, telephone call or email
- Where an absence is required for a medical/dental/optical appointment, the school asks parents to try to arrange these so as to **minimise the length of any absence**, and where possible to **arrange such appointments out of school time.**
- If a child needs to leave school during the day, **written consent** must be provided by parents. Never remove their child from school during the day without **signing them out** at the school office.
- Contact the school if there are any attendance problems so that together we may plan the solution.
- Have **holidays** in school holiday time, **not within term time**.

Form Tutor

- Set an example by **arriving on time** and creating a positive ethos.
- Accurately **maintain the register** each day in accordance with the completion of registers protocols. (See Appendix)
- **Promote habits of regular attendance** with the group, individuals and parents.
- Use the **attendance rewards and sanctions** systems.
- Monitor the attendance rate of tutees and have conversations to address tutees with attendance rates below 96%.

Subject Teachers

- Complete registers for each lesson in accordance with the completion of registers protocols. (Appendix 1)

SEND Hub

- To complete the register for each lesson with an 'A' code for students who are timetabled to be in the Hub. Let Call Out know if students have not arrived.

ELSA

- To complete the register for each lesson with a '3' code for students who are timetabled to be in an ELSA session.

Inclusion Room

- To mark all students in with a !K code for the day/lesson that they spend in the Removal Room or Inclusion Room

Medical Room

- If a student arrives during a lesson, check that s/he is wearing a lanyard which will indicate that s/he has been registered with the subject teacher. If a lanyard is not being worn, telephone the attendance officer.

Pastoral Managers

- Monitor the attendance rate of tutees and implement the staged interventions to address tutees with attendance rates below 96%.
- Use the attendance tracker to record actions and interventions undertaken

Heads of Year

- Promote and monitor the attendance and punctuality of the student cohort in their care.
- Heads of Year to give a presentation at the parents' success evening.
- Monitor and supervise the work of Form Tutors in promoting attendance and punctuality.
- Implement the school's rewards and sanctions systems when dealing with attendance and punctuality.
- Work with the school's Attendance Officer to ensure that interventions are in place to challenge and tackle poor

attendance.

- Take action following the analysis provided by the attendance officer on the year group's attendance rate and devise individual attendance plans where necessary.
- Meet regularly with the Attendance Officer to discuss individual cases.
- Communicate with parents of students who are experiencing attendance difficulties.
- Liaise with the SENDCO for SEN students whose attendance is causing concern.
- Discuss attendance issues with line manager in weekly meeting.
- Organise a programme to help students to catch up on missed work due to prolonged absence.

School Receptionist

- Synchronise InVentry onto Sims for students leaving school early.
- Take calls from parents about absence on a day-to-day basis and inform the Attendance Officer via email.
- Transfer calls from parents to the Attendance Officer in order to provide them with more detailed support on attendance.

Admissions Officer

- Complete CME forms for new starters and leavers.
- Update the FFT spreadsheet with starters and leavers and upload it weekly.

Attendance Officer

- Contact parents on first day of unexplained absence (by 10.15am), follow up and update SIMS.
- Ensure detailed notes are recorded in the comments box on SIMS including times and number of telephone calls made.
- Monitor all registers and each period to ensure that staff are completing the register.
- Check the voice mail for student absence messages and update SIMS.
- Work with Family Support Officer in following up absences where no parental contact has been made. If no contact has been made by 10am, then inform Family Support Officer.
- Undertake home visits with the Family Support Officer or Deputy Designated Safeguarding Lead for students with no parental contact on the first day of absence.
- Produce paper copies of tutor group registers to be used in case of fire alarm.
- Collect notes/medical evidence absences and enter onto SIMS. Liaise with AHT to agree codes and whether authorised or unauthorised. Attach all documents to the students' linked documents in SIMS.
- Produce letters to follow up unexplained absences.
- Meet with students and their parents to support ways forward to improve attendance.
- Monitor input of data onto SIMS ensuring there are no missing marks.
- Ensure data is communicated in line with Slough Borough Council protocols.
- Monitor attendance weekly and implement the attendance interventions in the Graduated Response, including letters and working with Slough Borough Council attendance team.
- Update SIMS and the tracking document with interventions undertaken; liaise closely with AHT on actions being taken.
- Liaise, when appropriate, with outside agencies and make formal referrals to Slough Borough Council for Penalty Notices or Notices to Improve. Monitor the individual attendance of students who have received Penalty Notices or Notices to Improve.
- Maintain the attendance tracking spreadsheet.
- Conduct half termly analysis of trends and patterns of attendance and punctuality for each tutor group, year group and whole school. This data will include:
    - types of absences eg authorised, unauthorised, persistent absence
    - reasons for absence e.g. holidays, medical appointments
    - analyse attendance by student group

        - annually undertake analysis comparing GCSE results, with attendance by student
- Benchmark attendance data to identify areas of focus for improvement

The attendance officer is Mrs L.Riley and can be contacted via l.riley@lhea.org.uk / attendance@LHEA.ORG.UK

Attendance Administrator

- Support daily update of registers and codes
- Contact parents for absences which have not been reported
- Support with home visits
- Supports with administration of interventions

Student Services Receptionist

- Produce a late report each week which captures lateness to lessons and lateness to school which doesn't have a valid reason.

Sendco

- Monitor the attendance of all students with EHC plans.
- Liaise with Heads of Year, Attendance Lead and Safeguarding Lead regarding strategies for specific students.
- Support students who have very poor attendance.
- Liaise, when appropriate, with outside agencies.

Designated Safeguarding Lead or Deputy

- Undertake home visits with the Attendance Officer for CP students when no parental contact has been made on the first day of absence.
- If there are any safeguarding concerns regarding absence from school, refer to specialist children's services (Social Care)

Data Manager

- Produce attendance data for the census.

Family Support Officer

- Undertake home visits with the Attendance Officer for students with no parental contact on the first day of absence.
- Meet with students and their parents to support ways forward to improve attendance.
- Deliver attendance interventions including one to one mentoring for identified students with attendance issues causing concern.
- Undertake home visits for targeted students whose attendance is causing concern.

Designated Senior Attendance Lead

- Create a school ethos which promotes excellent levels of attendance.
- Lead attendance across the school
- Offer a clear vision for attendance improvement
- Have an oversight of data analysis
- Devise specific strategies to address areas of poor attendance identified through data
- Ensure that the attendance policy is implemented and that systems are operating effectively.
- Report to Leadership Team and Governors on attendance matters.

The designated senior leader responsible for attendance is Mrs F. Coulter and can be contacted via f.coulter@lhea.org.uk.

The Headteacher

- Implementation of this policy at the school
- Monitor school-level absence data and reporting it to governors
- Support staff with monitoring the attendance of individual pupils
- Monitor the impact of any implemented attendance strategies
- Issue fixed-penalty notices, where necessary

The governing board

- Promote the importance of school attendance across the school's policies and ethos
- Make sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitor attendance figures for the whole school
- Make sure staff receive adequate training on attendance
- Hold the headteacher to account for the implementation of this policy

4. The school day and registration

- Duty staff patrol the school gates from **8.00am** and students may enter the school site from this time. Breakfast is available, free of charge, in the dining hall from 8am.
- Students should be in their classrooms by **8.30am** where the register is taken by **8.35am.** Students who arrive after this time will be recorded as being late
- Any lateness after **9.10am** means **'late after the close of registration'** and this counts as an absence for the half day session.
- Punctuality is monitored and persistent lateness is followed up. For students who arrive late to school 3 occasions in a half term, the Pastoral Manager sets a SLT Late detention and advises the HOY.
- For students who are late to lessons, they are removed from the lesson and serve a detention on the day.
- Teachers will register students' attendance in every lesson and Period 5 registration is alsothe PM legal registration mark.

5. Unplanned absence

Schools have a safeguarding duty, under Section 175 Education Act 2002, to investigate any unexplained absences. The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school on 01753 691583 or emailing attendance@lhea.org.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

6. Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. The parent can either email the school with details of the appointment, attendance@lhea.org.uk, or complete a leave of absence form available at the school reception and on the website.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 9 to find out

which term-time absences the school can authorise.

7. Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may undertake a home visit or contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

8. Reporting to parents/carers

The school regularly informs parents about their child's attendance and absence levels through the use of Classcharts and school reports.

9. Authorised and unauthorised absence

9.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if he considers there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent. Under education law, parents do not have an automatic right to take their children out of school during term time. The school holiday dates are published a year in advance and parents are expected to arrange family their family holidays during those times.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or reception. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (arrange these out of school hours wherever possible.)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. 1 day is authorized.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Unauthorised absence is where a school is not satisfied with the reasons given for the absence; these are an **offence** by the parent. Such circumstances include:

- A student not attending school to go shopping for school clothes
- A student not attending school as it is her birthday or the birthday of a family member
- A student not attending school because of a family illness abroad
- A student not attending school as the family have gone to the airport to meet a visiting relative
- A student not attending school due to attending a hospital appointment for another family member
- A student not attending school due to the fact the family returned late the previous evening from a family holiday
- A student not attending school as they are looking after younger siblings

- A student attends a medical appointment in the morning but then fails to return toschool for afternoon lessons

Parents/carers of children who have 10 sessions (5 days) of unauthorised absence may be subject to legal action by the local authority. This may include Fixed Penalty Notices (FPNs), which can lead to a fine or court action.

9.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
If issued with a fine, each parent must pay £160 for each child within 28 days or £80 within 21 days. The payment must be made directly to the local authority. For a second offence, within 3 years of the first offence, £160 must be paid within 28 days, with no reduction available. For the third offence, within 3 years of the first offence, a penalty notice will not be issued, and instead the case will be presented straight to the Magistrates' Court; fine can be around £2,500 per parent, per child. Cases found to be guilty in the Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates dure to 'failure to safeguard a child's education.'

Penalty notices can be issued by a headteacher, local authority officer or the police.

The issuing of a Penalty Notice is considered appropriate in the following circumstances:

- The number of unauthorised absences occurring within a rolling academic year
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- **Persistent late arrival at school** (10 lates after the register has officially closed).
- Unauthorised holidays during term time.
- Delayed return form extended holidays without prior school agreement.
- Overt truancy.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

10.Strategies for promoting attendance

10.1 Promoting

At Lynch Hill Enterprise Academy, the importance of good attendance will be promoted in the following ways:

- Parents' welcome booklet - Student handbook - Code of conduct - Visual displays - Parents' evenings - The school website - Year 7 induction day - The prospectus	- Newsletters - Whole school and year assemblies - Good communication with parents to include: access to the policy, letters home & attendance figures - Attendance percentages published on student academic reports

10.2 Rewards

Rewards are effective in motivating students and the following rewards will be used to encourage excellent attendance:

- Tutor group breakfasts for form with highest attendance percentage each halfterm..
- Attendance certificates presented to individual students at end of term year groupreward celebration assemblies:

  Bronze 98%
  Silver 99%
  Gold 100%

- Postcards home for improved attendance.
- End of year platinum award for students who have attained 100% attendance for the whole year
- Tea with the Head for students who attain 100% attendance for the year

11. Monitoring

Monitoring attendance enables the school to track individual students and identify patterns and trends of non-attendance, ensuring children are protected and we are fulfilling our **safeguarding role**. Children should never be absent without parents/carers informing the school nor without good reason. Attendance is reviewed daily.

11.1 Monitoring attendance

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

11.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

11.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors and Heads of Year and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

11.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- There is a strong pastoral system for supporting and monitoring attendance; this includes the Attendance Officer, the Family Support Worker, Form Tutors, Heads of Year and Assistant Head who use a graduated response of actions and interventions.
- The school will continuously monitor the attendance of all students, and where attendance is found to be below target or key thresholds, it will implement the staged actions as set out in the appendices to this policy (appendix).

11.5 Children missing in education

In accordance with the Education Regulations Act (2006), the school will make 'reasonable' enquiries into the location of pupils with 10 days' continuous unauthorised absence and with no parental contact or for those who fail to return from leave of absence granted during term time.

The school will contact relevant agencies to seek advice (Children's Social Care, Slough Attendance Team, Police Safe and Well-being referral) if any child is absent from school for more than five days without confirmation from parents. Every attempt will be made to communicate with parents to ensure the child is safe and well, including home visits by the Attendance Officer and

Family Support Officer. The school will contact relevant agencies after two days' absence without confirmation from parents / carers if the child is subject to a 'Child in Need' plan or considered vulnerable in other ways.

Under section 8 of the Education Regulation Act, *'8h) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—that he has been continuously absent from the school for a period of not less than twenty school days and —*

i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;'

For all children leaving the school for whom a school destination is unknown and before removing any child from the school roll, a CME (Child Missing in Education) form will be completed; the Slough Attendance Service will be consulted for approval, and deletions will take place on day 21 or later to ensure the child has been absent for at least 20 consecutive school days.

If a child misses 20 days of school but still resides at their Slough address, the child will not be removed from the school roll; the school will address the non-attendance by submitting a Persistent Absence referral route to the LA.

A Removal from Roll form is completed for School to School transfers and children leaving the country. An EHE referral form is completed for EHE students and a New Starter form is completed for in year starters.

12. Policy monitoring

This policy will be reviewed as guidance from the local authority or DfE is updated, and, as a minimum, yearly by Mrs F Coulter, Designated Senior Attendance Lead. At every review, the policy will be approved by the full governing board.

13. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence	Regulated performance or employment abroad
C2	Leave of absence	Part-time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
F	Extended family holiday	Agreed
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
J1	Leave of absence	Interview for employment or transfer
K	Attending alternative provision	Arranged by local authority
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Q	Unable to attend	Lack of access arrangement
!Q	Present	Exam
!K	Present	Inclusion
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Unable to attend	Normal transport not available
Y2	Unable to attend	Widespread travel disruption
Y3	Unable to attend	Unavoidable partial closure

Y4	Unable to attend	Unavoidable full closure
Y5	Unable to attend	Criminal justice detention
Y6	Unable to attend	Public health guidance
Y7	Unable to attend	Unavoidable other than Y1-Y6
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
1	IYA	
3	ELSA Room	
7	Illness	Due to Covid
8	Self-isolating	Due to Covid
9	Shielding	Due to Covid
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 Completion of Registers protocols – the role of Classroom Teachers and Tutors

Taking and maintaining accurate registers is part of the responsibility of tutors and classroom teachers. At LHEA, registers are taken electronically using the SIMS school management information system.

AM Registration

The register should be called as close to the start of the AM registration period as possible. The marks that can be entered are:

/ Present AM

N Not present, no reason yet provided

No other codes should be used by P.1 teachers. If a student arrives to P.1 late, the student must be sent to the late door or attendance office to sign in and their attendance will be added as "L" by the Attendance Officer

Lesson Registers (including period 5/PM registration)

The register should be taken and saved during the lesson – as close to the start as possible/practical. Please note that **Lesson 5** is also the PM legal registration mark, and it is essential that this register is taken within the lesson time.

Codes that can be used are: / Present

L Late (add number of minutes late) N

Not present, no reason yet provided

N code: student is not in your lesson. Safeguarding – where is the child? Contact Call Out immediately so that the

student can be located.

General

Registers should not be completed by students. The register often contains comments which might be of a sensitive nature, and other codes are also used which students should not see (such as "E" for excluded). For the same reason, the register should not be displayed on the whiteboard. The whiteboard can be "frozen" with other information, such as the task being set, so that the register is then visible only on the teacher's screen.

Teachers should notify the relevant Curriculum Leader and Call Out immediately if there are students in a lesson who are not on the register, or who are on a register but known to be attending a different lesson.

Overwriting existing marks

The following marks should never be overwritten.	D (Dual registration), E (Excluded), K (Internal exclusion), O (Unauthorised absence), T (Traveller absence), U (Late after register closes)
The following codes can be overwritten only if the student is physically in front of you:	B (Educated off site), C (Authorised circumstances), F (Extended Family Holiday, agreed), G (Family holiday not agreed), H (Family Holiday, agreed), J (Interview), P (Approved sporting activity), Q (On site examination), R (Religious Observance), V (educational visit), W (Work experience)

If there is any query or uncertainly, the issue should be referred to the Attendance Officer.

Trips and visits and other planned withdrawals from lessons (rehearsals, support etc)

If students are taken out of lessons for any reason, a full list must be provided for the Attendance Officer in advance so that registers can be completed appropriately, and copies of registers from the activity must be passed to the Attendance Officer so that records can be kept accurately.

Appendix 3 Late to School Procedure:

1. Pastoral Manager registers the late students at the late door each morning from 8.30am to 9.00am.
2. Daily, the late door operator produces a list of names of the latecomers to each Year Group's Pastoral Manager; this includes both L & U codes.
3. Pastoral Managers make contact home the day any student is late and add notes to the Punctuality Tracker.
4. For any student who is late on 3 occasions in a half term, the Pastoral Manager sets SLT Late detention and advises the HOY.
5. Parents who phone in regularly with excuses for lateness are contacted and it is made clear that consistent lateness will be sanctioned.
6. HOY - After the fourth late occasion, HOY to contact home. If this continues, HOY to complete an Action Plan and continued SLT detentions to be applied.
7. HOY – If lateness continues after the Action Plan, HOY to advise KDA.

Appendix 4 Graduated response to managing non-attendance

Green Group	**Good attendance – no concern** The child attends between 97% - 100% of the time.
Yellow Group	**Concern** The child attends between 94.1% - 96.9% of the time.
Blue Group	**Risk of Underachievement** The child attends between 91% - 94% of the time

Red Group	**Severe Risk of Underachievement** The child attends between 75% - 90.9% of the time
Pink Group	**Extreme Concern** The child attends less than 74.9% of the time.

Graduated Response Interventions

Interventions commence when a student is in the yellow group. Pastoral Manager takes action when prompted by the Attendance Officer.

Pastoral Manager	Attendance Officer	Family Support Worker
1. Telephone conversation with parent. Record key points on the attendance tracker and send letter to the parent with the attendance percentage and attach to student's SIMS file. **2.** No improvement in attendance, have meeting with parent in person or via telephone, and draw up an **attendance improvement record**. Put date of record on attendance tracker and attach the record to student's SIMS file.	1. Home visits with Family Support Worker for absences where there has been no parental contact. 2. Initiate weekly interventions and monitor completion. 3. Send letter if there are any unexplained absences. 4. Issue penalty for 5 day unauthorised holiday (G code.)	TAF meetings

Head of Year	Attendance Officer
1. Further fall in attendance rate. Arrange for a meeting with the parent.	Send out letter (2) on behalf of the Head of Year. Record on attendance tracker. If parents do not attend the meeting, send **attendance letter 2b** informing parents that no more absences will be authorised unless medical evidence is produced.
2. Hold meeting and complete an **attendance plan** planning actions to improve attendance**.** Record date of plan on attendance tracker, attach to student's SIMS file and send a copy to the parent.	Send another letter to invite to a second appointment. Monitor the attendance for 4 – 6 weeks.

Inform parents that any further absences will be unauthorised and that a penalty notice or referral to social care may be the next stage if attendance does not improve. A monitoring meeting maybe arranged – to review impact of strategies or support given from other professionals eg. If EHA referral is decided as best route forward.	
	Further reduction in unauthorised attendance, PA referral made to Slough Attendance Team
	If parent does not attend second meeting and does not contact the school, send **Attendance letter 3a** to parent/carer informing them that any further absences will be unauthorised and that a notice to improve or referral to social care will be the next stage if attendance does not improve.
Senior Leadership Team member	**Attendance Officer**
Hold meeting. Set up a **contract of attendance** and warning that a penalty notice or referral to social care will be the next stage if attendance does not improve	Parents did attend meeting but there are further absences, **send attendance letter 3b:** sent to parent/carer inviting them to an attendance panel meeting.
	Further absences. Issue **Notice to Improve** and **monitor for 3 weeks** from issue of warning. Consider referral to social care.
	Further unauthorised absence in 3 week period, **fixed penalty issued**.
Designated Senior Attendance Lead	
Monitor contracts of attendance and initiate next stages.	Further absences, **Local Authority Attendance Officer** will lead the case and take **legal action** if there is no improvement in the attendance.

- ***97% and above****: less than six days' absence a year. Excellent attendance; these students will almost certainly get the best grades they can, leading to better prospects in the future.*
- ***95%:*** *10 days' absence a year. These pupils are likely to have some* ***gaps in their learning.***
- ***90%:*** *19 days' absence a year. Pupils will* ***miss a month of school per year****; it will be difficult to*

*achieve their best. The Government classes these pupils as **'persistent absentees'**. It will be almost impossible to keep up with work. Parents can often face the possibility of **legal action** being taken by the local authority.*

- ***85%:** 29 days' absence a year. Students in this group are **missing six weeks of school per year**. It will be very difficult for them to keep up with the work in order to achieve their best.*
- ***80%:** 38 days' absence a year: **extreme concern.***

Appendix 5 How to put in a register code

For use of SEND Hub, Medical Room & Removal Room staff

- Focus
- Lesson Monitor
- Edit Marks

Group type – Change to whole school then press search. Double click on whole school. This will give you the whole school register in alphabetical order. Find student's name and change code accordingly.

/ - present mark
A – SEN hub
!K – Removal & Inclusion room
3 - ELSA
N – Not present

To override a mark that is already there, unlock the Padlock (preserve at the top of the register)

Once you have input your code, remember to press S

Appendix 6

To whom it may concern

Lynch Hill Enterprise Academy is committed to working with pupils and parents / carers to improve pupil attendance and achievement by reducing absence.

Please confirm, by signature or practice stamp, that **(insert pupil name)**

_____has attended the surgery or practice today.

Is this condition likely to impact further on her/his school attendance? Yes / No

Signed_____ Date ___

Practice name / stamp: