



## **Register of Pupils' Attendance Policy** **Aldermaston CE Primary School**

**Version:** 1

**Reviewed by:** People Committee

**Date adopted by FGB:** June 2020

**Review by:** June 2021 (1 year)

<b>Role</b>	<b>Signature</b>	<b>Date</b>
<b>Headteacher</b>	Mrs M Higgs	June 2020
<b>Chair of Governing Board</b>	Mrs S Chaventre	June 2020

**Purpose**

In accordance with The Education (Pupil Registration) (England) Regulations 2006, the Education (Pupil Registration) (England) (Amendments) Regulations 2010 and 2013 and the procedure prescribed by West Berkshire Council, the school records in the attendance register once at the beginning of the morning session and once at the start of the afternoon session, whether the pupil is present, absent, engaged in an approved educational activity offsite, or unable to attend due to exceptional circumstances. As defined in regulation 6 (5) which was revised in 2010, if the pupil is absent, the record must show if this is authorised or unauthorised and also record the nature of any supervised educational activities. The register will also show if no reason for the absence has been given. Additionally, the record notes if the pupil arrived late. This is a live document, updated daily

If a pupil's attendance falls below 85% then the school will make further enquiries with the parents/carers with support from other professional colleagues.

The Office Manager, supported by the Finance Officer, maintains the register, which is held in the School Office.

**Who/what was consulted?**

Headteacher, Chair of Governors, Safeguarding Governor, Office Manager and Finance Officer.

**Relationships to other policies**

This policy has a direct link with all school policies.

**Roles and responsibilities**

The Headteacher will report to the Full Governing Body on a termly basis via the Headteacher's report on the attendance figures for the past term. The Headteacher has operational responsibility for this policy. In the absence of the Headteacher the Deputy Head will act.

**Monitoring and evaluating effectiveness of policy**

Termly at Full Governing Body meetings and at other times by exception.

**Review date:**

June 2021

