



**Shaw  
Education  
Trust**

# Attendance Registers Policy

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## 1. Introduction and background to the Policy

The maintenance of an attendance register is a legal requirement of all schools and all pupils must be recorded on the register. This policy is designed to be used by all academies within the Shaw Education Trust (SET) as a reminder of responsibilities within this legal framework and a guide to good practice recommended by the Trust.

Good levels of attendance are critical to ensuring that pupils are able to succeed. The tracking and use of attendance data through the use of the attendance register is a key tool to promoting good attendance and to determining intervention where attendance is not yet strong enough.

The policy should be read in conjunction with the latest DfE guidance in relation to school attendance and the policy will be updated in line with the guidance.

This policy will be published on the SET website.

## 2. Scope

This policy is for use by all academies within the Shaw Education Trust.

## 3. Roles and responsibilities

**Accountable Officer** - the Chief Executive, as Accountable Officer, has overall responsibility for ensuring that the SET academies adhere to their legal obligations around the completion of attendance registers.

**The Director of Education** - is responsible for ensuring that:

- The policy is maintained
- Processes are quality assured through visits and scrutiny of attendance records.

**Principals** - are responsible for ensuring that statutory responsibilities are met by all staff when completing attendance registers and that local policy regarding follow-up to non-attendance is maintained and regularly reviewed. They are responsible for ensuring that consideration is given to any training and resource implications that are defined through their local policy.

## 4. Contents of the Attendance Register

The information below is an extract from the DfE attendance guidance and must be adhered to by all academies:

'Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
  - Attending an approved educational activity;
  - Absent; or,
  - Unable to attend due to exceptional circumstances.
- The school should follow up any absences to:
- Ascertain the reason;
  - Ensure the proper safeguarding action is taken;
  - Identify whether the absence is approved or not; and,
  - Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census'.

In schools where pupils move between subjects, rooms and teachers, as is usually the case in secondary mainstream academies, Principals must ensure that there are appropriate measures in place to track and record the attendance of pupils at each lesson. This is vital to ensuring rigorous safeguarding and intervention in the case of non-attendance to lessons. Principals must reinforce expectations of this process with all staff.

## 5. Use of Attendance Codes

Only codes specified in the DfE's school attendance guidance may be used in attendance registers and using the descriptors as given in the document.

### Additional guidance

**'Closing' the register** – Principals must determine the time at which their morning and afternoon register 'closes'. This will be determined by the individual start time of the academy and the time at which a pupil would no longer be considered 'late' but would be classed as 'absent'. Up until the time of a register closing, pupils will be marked as 'L – late arrival before the register has closed'. After the specified time, pupils who are not present will be marked as 'U', until a reason for absence is determined. At the point

of closing the register, school processes for following up on non-attendance will be invoked.

**The use of 'B' codes** - this code is used for off-site educational activity which has been approved by the school. The use of this code certifies that the education is supervised and measures have been taken to safeguard pupils. It must not be used where a pupil is completing a temporary part-time time and is doing school work at home for example. Any unauthorised use of the 'B' code is a potential safeguarding risk and is not allowed.

#### **Code E: Excluded but no alternative provision made**

This code must be used when a pupil is excluded, however short the period of time. Schools must note that it is not acceptable to 'ask a pupil to stay at home' or to 'send a pupil home' as a result of poor behaviour, without this being recorded as an exclusion and the accompanying paperwork being completed.

#### **Code H: Holiday authorised by the school**

Principals should not grant leave of absence unless there are exceptional circumstances. Principals are welcome to discuss individual cases with members of the Executive Leadership Team should they wish to gather an external view. The application must be made in advance and the Principal must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Principal will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Principal's discretion. Any absence for holidays which has not been authorised by the Principal must be recorded as 'G'.

## **6. Processes for follow-up of non-attendance**

Principals must ensure that there are robust policies and practices in place for determining the reasons for absence of pupils. These processes include first-day calls and follow-up telephone calls, texts, emails, letters, home visits and the involvement of external agencies. It is good practice where attendance is an issue or is likely to become one, to invite parents and carers in to a meeting to discuss attendance, ascertain any support required to secure good attendance and to outline the impact of poor attendance on educational progress and outcomes.

## **7. Making amendments to the attendance register**

Principals must determine who in school is authorised to make amendments to the attendance registers and must ensure that the system used ensures that the following are recorded: the original entry, the amended entry; the reason for the amendment; the date on which the amendment was made and the name and position of the person who made the amendment

## **8. Monitoring the attendance register**

Attendance registers must be closely monitored and trends and patterns of non-attendance identified and addressed. It is recommended that attendance rates of all groups of pupils are gathered and scrutinised weekly. Schools will of course have target groups of pupils who they are monitoring more closely and it is expected that their attendance is considered on a daily basis.

## **9. Completing the attendance register for pupils educated off-site**

Principals must ensure that robust arrangements are in place to check on the attendance of pupils attending alternative provision off-site. Alternative providers must be instructed to advise the home-school of any absence as it occurs. This will ensure that the appropriate checks and safeguards can be put in place and the registers can be completed accordingly.

## **10. Monitoring, Evaluation and review**

This policy will be reviewed at least every three years and as additional updates are issued by the DfE. The policy will be implemented throughout each academy in the Trust.

The Academy Council monitor adherence to the policy, in order to ensure that attendance registers are completed in line with statutory guidance and that follow-up is thorough.



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