

# THE HAMMOND – Attendance and Registration

Revised Aug 10, Aug 11, Aug 12, Nov 12, Aug 13, Nov 13, Aug 14, Aug 15,  
September 16, September 2017, **September 2018**

## Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

**Helping Every Child to Achieve More**

The School aims to maintain a high pupil attendance, which requires a whole school approach, centred on a caring ethos and stimulating curriculum.

Pupils who have a poor level of attendance are disadvantaged both in their academic work, vocational training and socially. Regular attendance is essential to provide pupils with continuity and progression in their learning.

The school follows its legal requirements as set down in the Department for Education documents *Advice on School Attendance* and *Children Missing in Education*. Parents should also refer to their Handbook.

Form Tutors monitor attendance and inform reception of unexplained absences which are then followed up by the receptionist. All absences must be explained in writing by parents as soon as possible after the absence. If any pupil has an absence of more than 2 days or a repeated absence the form tutor will inform the Assistant Principal (Academic) for KS3 and the Vice Principal (Academic) for KS4.

Medical notes are required for absences of more than two weeks or for repeated absences.

Punctuality is also very important. Pupils who are persistently late will also suffer. Every effort is taken to maintain punctuality. Good time-keeping by staff is essential if we are to expect the same from pupils.

For early classes commencing at 8am, the reception office is open and students should sign in.

Parents have a legal duty to ensure that their children attend school. Any request for absences for reasons other than illness are not usually authorised, however there are some authorised absences which include the following;

### Authorised absences include-

1. Transport problems
2. Sickness or any unavoidable cause or death of close member of the family
3. Any religious observation by the religious body to which the parents belong
4. Participation in work experience; participation in an **approved** public performance or examination
5. Study leave before public examinations

Holidays during school time are unauthorised unless there is an exceptional reason for students to be absent. Permission must be sought in writing well in advance (The Hammond requires 14 days' notice) from the Principal. Department for Education regulations state that there must be '**exceptional circumstances**' for a Head teacher to grant any leave of absence from school during term time.

Attendance is reported to parents through the student reports.

Students must sign in or out of school if they arrive/leave during the day for any reason in the book in the office.

The School has a legal duty to ensure that registration takes place; The Hammond has the following procedure; (see also 'Guidance on registration')

### **Years 7-11 Morning Registration**

8.55 am Pupils should be in form rooms ready for registration.

8.55 a.m. Electronic registration is completed in tutor groups on mornings of no assembly. Staff collect registers from Staff Work Room each morning on days of assembly (Monday and Friday). Registers are to be returned to Reception **immediately** after registration has taken place.

### **Afternoon Registration**

In the afternoons electronic registration takes place during Period 6 at 1.15 pm in class rooms.

Pupils missing without explanation or continued absence will be reported to the main office immediately for the office staff to investigate. They will alert the leadership management team.

Senior students sign in on arrival at their allocated registration room, between 8.30am and 8.45am each morning. Attendance is monitored daily by the Welfare Officer, Mrs Claire Wheeler. Unexplained or continued absences are reported to the relevant Head of Department (see Dance policies).

Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

### **School Admissions Register**

The Hammond holds student information on an electronic Information Management System. Please see our Data Protection Policy regarding storage of information.

For each pupil, the admission register contains:

- name in full;
- sex;
- name and address of every person known to be a parent, including an indication of where the student normally lives with and which parents hold parental responsibility (as defined by Section 3 Children Act 1989). Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- at least two telephone numbers at which the parent(s) can be contacted in an emergency; In the case of a single parent at least one additional emergency contact is required.
- date of birth;

- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- an indication of boarding or day attendance;

### **Removing a pupil from the school Register**

The Hammond will notify Cheshire West and Chester Council, with regard to the *Children Missing in Education September 2016* information when a child's name is removed or added to the admissions register at non-standard transitions, (where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year). *Keeping Children Safe in Education September 2018* recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination.

**Please also see the Safeguarding Policy and Parents' Handbook.**

## **PUPILS WITH DISABILITIES**

### **Policy Statement**

The Hammond has an equal opportunities and disability policy which is designed to ensure access to the curriculum (please see policy) regardless of sex, sexual orientation, religion, socio-economic background, colour, race, nationality, ethnic origin, sensory or physical disability.

|                                    |  |
|------------------------------------|--|
| <b>THE HAMMOND</b>                 |  |
| <b>Pupil Absence (unexplained)</b> |  |
| <b>Name of Pupil</b>               |  |
| <b>Form</b>                        |  |

|  |                |
|--|----------------|
| <b>Date</b>                                  |                |
| <b>Day of absence i.e. first, second etc</b> |                |
| <b>Last absence if recent</b>                |                |
| <b>Any other information</b>                 |                |
| <b>Follow-up phone call</b>                  | <b>Outcome</b> |
| <b>Letter sent</b>                           |                |