

# REGISTRATION AND ATTENDANCE POLICY

## The Paragon School

<b>Policy Owner</b> TP DSL	<b>Applies to</b> The Paragon School	<b>Superseded documents</b> NA
<b>Associated documents</b> Fire Policy Fire Evacuation Procedure Fire Risk Assessment Safeguarding Policy Health and safety Policy Positive Behaviour Policy Data Protection Policy	<b>Review frequency</b> Every year (unless the legislation/regulations update before this time)  <b>Implementation Date</b> 1 September 2021	<b>Legal Framework</b> KCSIE 2021 The Education Act 1996 The Education Regulations 2016 Working Together to Safeguard Children 2018 Children Missing Education 2016 Advice on school attendance 2019

## 1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

## 2. Policy Aims

All children are entitled to a full-time education which is suitable to their age, aptitude and any special educational needs they may have in line with the standards of Keeping Children Safe in Education (KCSIE). To safeguard their right to education all children admitted to a Prior Park School are entered on to the specific school Attendance Register, which are on the SchoolBase system.

The Registration and Attendance Policy aims to explain our systems/procedures and processes in place to promote good attendance. Whilst we no longer have to submit attendance statistics for external record, we do scrutinise attendance on a monthly basis in order to be aware of any issues. The Attendance Register and Registration print outs are kept for three years before being securely destroyed.

## 3. Registration

Students at The Paragon are registered twice a day. Once in the morning by 9.00am and again in the afternoon, 1.00pm for Pre-Prep and 1.45pm for Prep. All students, irrespective of age, are registered and their attendance is entered on the schools MIS system, SchoolBase.

Registers are taken electronically, and data recorded on the SchoolBase system. Any late-comers are asked to report to Reception so that attendance can be established.

The Paragon recognises its duty to inform the local authority (in most cases B&NES) of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

Class teachers must be aware of any patterns in attendance. Any unauthorised absence must be raised immediately with the DSL. If a child is not present for registration, the class teacher should contact Reception who will phone the parents to ascertain why the child is not at school.

If Reception do not gain a satisfactory response from a parent, they will immediately inform the DSL who will follow up.

The Receptionists keep a list of children, and staff, who have left the site and this forms part of the school fire register, which they provide in case of a fire alarm.

## 4. Absence Recording and Procedures

### Illness and other legitimate reasons

If a student is unfit for school, parents should email [paragon.reception@priorparkschools.com](mailto:paragon.reception@priorparkschools.com). This will be verified by contact from home, by telephone or by e-mail. Absences will not be

authorised without this procedure. In exceptional circumstances, further evidence of illness (such as a doctor's note) may be requested.

Other reasons for absence must be discussed with the school each time. Notes will not necessarily be accepted as providing valid reasons. The school will not normally authorise absences unless they are caused by unavoidable circumstances.

### **Holidays**

All holiday leave in term time is to be discouraged, as it disrupts academic progress and can place students at a disadvantage. The school has long holiday periods and parents are asked to use these published vacation times.

Any holiday leave in term time is at the discretion of the Head. Provided the request is made in advance in writing, leave for up to 10 days per school year may be granted, provided the student's attendance record is otherwise satisfactory.

Leave may be refused where a student has already missed a lot of work. In general, the school would wish to discourage such requests, but recognises that exceptional circumstances may occur. Requests for leave beyond 10 days a year can only be entertained in rare circumstances.

### **Lateness**

Students must arrive on time to be given an attendance mark for that session. However, we fully appreciate that lateness can at times be unavoidable. We ask parents to inform school, by phoning Reception, if their child will be late, or emailing in advance if it is a known lateness.

Students who arrive late, but within the registration time (8.45am-9.00am) will be marked with a L. Late arrival after the registration time will be marked with a U.

Class teachers need to remain aware of any pattern to late arrivals and report any to the DSL.

## **5. Registration Process and Categories**

- Registration occurs at 8.45am and at 1.00pm/1.45pm in their classroom/or at point of specialist lesson. The teacher responsible for teaching the class at that time will be responsible for ensuring they register the class.
- Registers are legal documents and must be kept strictly in accordance with the regulations. Marking registers properly is fundamental to a whole-school approach to promoting attendance.
- Standard notation: -key codes that are routinely used.

### **Absence and Attendance codes: basic codes**

Present= denoted by a forward or reverse oblique / \

L = Late (before registers close; i.e. before 9.00am or 1.00pm/1.45pm)

U = Late (after registers close, i.e. after 9.00am or 1.00pm/1.45pm)

P = Approved sporting activity (taking part in fixture)

V = Educational visit/trip (organised school trips and visits)

# =school closed (e.g. a Bank holiday or a closure due to bad weather)

X =student not required to be in school (e.g. due to age or relevant to a group excused school)

#### Authorised absence

C	= Other circumstances (not covered by another appropriate code)
E	= Excluded (no alternative provision made)
F	= Extended family holiday (agreed)
H	= Family Holiday (agreed)
I	= Illness
J	= Interview
M	= Medical/Dental appointments
R	= Religious observance
E	= Excluded

#### Unauthorised Absence

G	= Family Holiday not agreed or days in excess
O	= Unauthorised absence (not covered by other code or description)
N	= No reason yet provided -this is a temporary code and will be amended once information is received or replaced by O if a valid reason is not provided.

#### Covid

X01	- (COVID) Non compulsory school age student not required to be in school
X02	- (COVID) Self-isolating with COVID-19 symptoms
X05	- (COVID) Required to self-isolate as part of quarantine requirement (after arriving in the UK)
X06	- (COVID) Shielding due to being clinically vulnerable & advised not to attend by Health professional
X07	- (COVID) Student advised specifically not to attend school as part of government advice
I01	- (COVID) Illness
I02	- (COVID) Illness - Confirmed case of COVID-19
X08	- (COVID) Student not attending school in line with advice from Directors of Public Health as part of outbreak management
X09	- (COVID) Student required by NHS test and trace, to self-isolate as a close contact of a confirmed case of COVID-19

#### Registration process for staff

- Complete the register at the start of the morning and the afternoon.
- If you are teaching the class then it is your responsibility to complete the register at the registration time.
- If there is a child who has not been registered, then you should contact Reception to find out the reason.
- If a parent has not informed school of an absence, then the Receptionist will make contact with the parents to find the reason for the absence.
- If any pattern of lateness, absence or poor absence is noted, inform the DSL.

#### Contact with parents

We expect parents to contact the school on the first day of any unforeseen absence. We expect parents to inform the school of any prior appointments which may affect attendance.

If a child is away and their parents have not contacted the school, then the member of staff responsible for registration will contact Reception and they will phone the parents, or email, to ascertain the reason for the absence.

## 6. Responding to concerns

If staff notice a pattern of absence or lateness, they will liaise with the DSL. The DSL will also monitor registers to look for patterns of absence and will also monitor to see whether any child's absence drops below 80%.

In the first instance, a conversation will be initiated with the parents and school will seek to explore how we can help improve the child's attendance.

If the child is absent for 10 or more unauthorised days, then the DSL will contact the Children Missing Education Services at Manvers Street. [CMES@bathnes.gov.uk](mailto:CMES@bathnes.gov.uk) Tel: 01225 394241

If necessary, external agencies can be approached for support. For example, completing an Early Help Assessment [Early Help Assessment | Bath and North East Somerset Council \(bathnes.gov.uk\)](https://www.bathnes.gov.uk/early-help-assessment)

### Children Missing Education

The children at risk of missing their education generally fall into the following categories, but this is not exclusive:

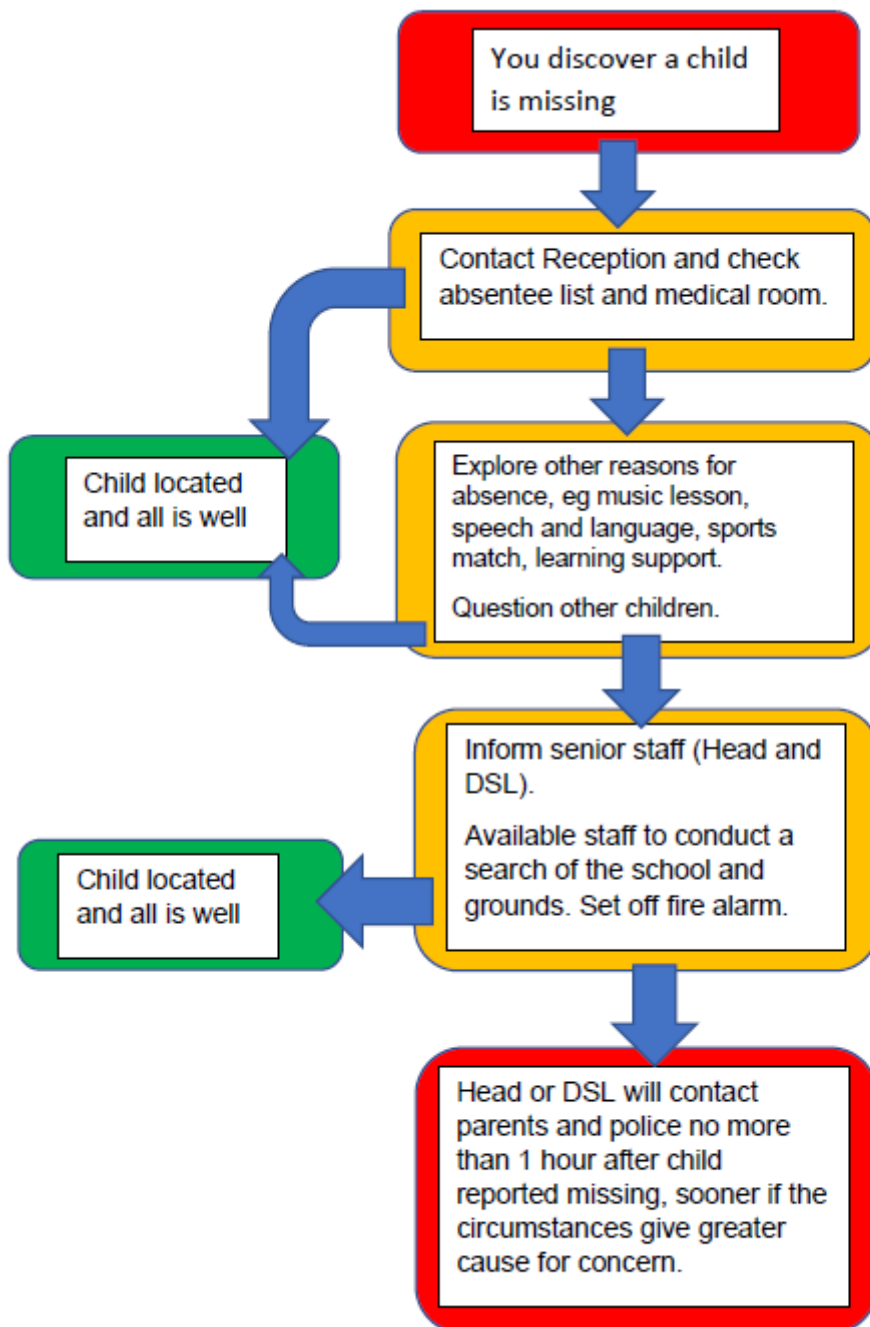
- **Children of compulsory school age who are:**
  - Not registered with a school and not being educated otherwise.
  - Children with significant absence from their registered school without good reason
- **Children miss education for a number of reasons including:**
  - Fail to start school at the appropriate time so do not enter the educational system;
  - Removed from their registered school by parents
  - They cease to attend, due to illness or bullying
  - They may be excluded from school (formally and informally)
  - Fail to find a suitable school place after moving to a new area
  - Complexity of needs and no suitable school place is available
- **Children and young people in the following groups are more likely to be missing from education**
  - Students at risk of harm or neglect
  - Children of Gypsy, Roma & Traveller families
  - Families of Armed Forces
  - Asylum Seekers and Refugees
  - Missing children/runaways from home or care
  - Children & young people supervised by the Justice system
  - Children who cease to attend school
  - Young people returning from custody
  - Children & young people new to the country
  - Looked after children & children who are privately fostered
  - Children & young people living in temporary accommodation/refuge
  - Young people (reached 16 but still of compulsory school age) in supported lodgings or living independently
  - Young carers
  - Teenage parents

If a child leaves the school, The Paragon must ensure that they are moving to another school or being educated at home. It is the school's responsibility to report to CMES any child whose educational journey is not known after they have left The Paragon.

Contact 01225 394241 or email [cmes@bathnes.gov.uk](mailto:cmes@bathnes.gov.uk)

### **Fixtures**

For sporting fixtures held off site, a full registration should be carried out before leaving The Paragon and Reception informed of any absences or children not attending the fixture. During the fixture, staff are responsible for ensuring that the children remain safe and accounted for.

**APPENDIX A- Missing Child Procedure****What to do in the case of a child going missing from SCHOOL**

## What to do in the case of a child going missing from a SCHOOL TRIP OR FIXTURE

