LANESEND PRIMARY SCHOOL
LOVE LANE, COWES
ISLE OF WIGHT PO31 7ES
TEL & FAX: 01983 293 233
E: ADMIN@LANESENDPRI.IOW.SCH.UK
WWW.LANESENDPRIMARY.IK.ORG

Lanesend Primary School

Admissions and Attendance Registers Policy

Statutory Policy

Signed: …… Date:
(Headteacher)

Signed: …… Date:
(Chair of Governors)

Review Date: December 2017 (Yearly)
Reviewed By: Family Liaison Officer / Governors

Lanesend Primary
Admissions and Attendance Registers Policy

Aims

- To comply with The Education (Pupil Registration) Regulations 2006.

We believe we conform with The Education (Pupil Registration) Regulations 2006 that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed an Office Administrator and a Family Liaison Officer who are responsible for the day to day management of the attendance system;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the Family Liaison Officer reports to the Governor Child-Centred Group
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Family Liaison Officer and Child-Centred Group
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Role of the Family Liaison Officer

The Family Liaison Officer will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the Child-Centred Group

- ensure that all admissions are recorded and that the attendance system is kept up to date;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- report termly to the Governing Body on the success and development of this policy

Admission Register

- The admission register contains an alphabetical index of all the pupils in the school.

- All entries will be made within the School's Management System by the Office Administrator.

- The following will be recorded for each pupil:

    - Pupil's full name
    - Sex
    - Parent's name and address
    - The name of the person who has custody of the child
    - Emergency contact numbers of the family
    - Admission date
    - Name and address of the last school attended

- Pupils will be entered on the admission register on the first day that we expect them to attend.

Attendance Registers

- We believe that attendance registers are important for:

    - effective attendance management
    - providing evidence in the event of prosecution of parents under the Education Act 1996

- We have in place a computerised attendance register system.
- Entries will be taken twice a day.
- All absences will be recorded as either authorised or unauthorised.
- If we have given approval for a pupil to be away then the absence will be recorded as authorised.
- The only time when a register will not be taken is when the school has had to close due to:

    - in-service training
    - severe weather conditions
    - structural damage

- fire.

Inspection of Admission and Attendance Registers

- The admission register and all attendance registers are available at all times for inspection by:
  - HM Inspectors
  - Ofsted / Estyn Inspectors
  - Education Welfare Officers

Publication of Admission and Attendance Information

- Every week we publish in the school newsletter and via the school website, the following information about attendance:
  - the total number of pupils on the roll for at least one session
  - the percentage of sessions missed through absence

Preservation of Registers

- All attendance registers will be retained on SIMs.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- ensure that the attendance register will be taken at the beginning of the morning and afternoon sessions;
- bring to the attention of the Family Liaison Officer any irregularities in pupil attendance;

Role of Children

Children will:

- maintain good attendance throughout the year;
- liaise with the pupil council;
- take part in questionnaires and surveys

Role of Families

Families will:

- be made aware of this policy;
- be asked to take part periodic surveys conducted by the school;
- ensure regular and punctual attendance;
- notify school on every day of pupil absence;
- have holidays in non-term time

- holidays taken in term time may incur a fine

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the Staff Handbook
- meetings with families such as introductory, transition, children's progress meetings and periodic curriculum workshops
- meetings with school personnel
- communications with home such as weekly newsletters
- Headteacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Family Liaison Officer, the Headteacher and the Child-Centred Group.