OLDHAM HULME GRAMMAR SCHOOL

PUPIL ATTENDANCE

*This policy is applicable from EYFS through to year 13*

**Principles**

The school is committed to a positive policy of encouraging pupils to attend regularly and reduce absence. The school will work with parents and pupils to secure this aim and address patterns of absence.

To ensure that all pupils have access to full time education to which they are entitled.

Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

**Taking the Register**

Pupils of compulsory school age must have their attendance registered twice per day. It is the practice of the school to register all pupils. In the senior and junior schools this is done electronically using the Schoolbase system.

The register must be updated twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the pupils who should attend each lesson do so.

The register must record whether the pupil is present, absent, or attending an approved educational activity or medical appointment.

An 'approved educational activity' is defined as:

* one taking place off the school premises;
* approved by a person authorised by the governing body or the Principal;
* supervised by a person approved by the governing body or Principal;
* of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
* attending an approved sporting activity:

When a pupil of compulsory school age is absent the register must be marked as an 'authorised' or 'unauthorised' absence.

**Responsibilities**

Ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Principal will:

* ensure that strategies are in place to promote and implement the attendance policy throughout the school.

The Deputy Principal, Assistant Principal (Pastoral), Head of Sixth Formand the Heads of Nursery and Infants / Juniors will:

* oversee the attendance arrangements;
* liaise with the appropriate secretarial staff in order to monitor pupil absence;
* make regular checks on the reasons for absence;
* ensure that unaccounted for absences are followed up;
* deal with issues of inadequate registering;
* arrange appropriate training for staff;
* keep the Principal informed of the progress of the policy; and
* advise the Principal on any strategies that could be initiated or improved.

Heads of year, Heads of Juniors and Nursery and Infants and the Head of Sixth Form will:

* ensure that all registers are completed;
* make regular checks on the efficiency of the registering;
* ensure that all suspected truancy is followed up and dealt with;
* contact parents over pupil absences where appropriate;
* make reports to the senior management team on the efficiency of the system; and
* liaise with the Deputy Principals over training needs.

Form tutors will:

* ensure that pupils are registered accurately;
* ensure that pupils bring absence notes;
* follow up cases of unaccounted for absence or unacceptable notes. Notes should be brought to the office on a weekly basis;
* keep the head of year, Head of Juniors / Nursery and Infants or Head of Sixth Form informed of any signs of suspected truancy; and
* inform the head of year, Heads of Juniors / Nursery and Infants or Head of Sixth Form of any possible underlying problems which might account for absences.

Classroom teachers will:

* check the attendance of pupils at their lessons; and
* inform the (head of year, Heads of Juniors / Nursery and Infants and form tutor) of the names of pupils who are absent without notification.

Pupils are required to:

* attend regularly unless they are ill or have an authorised absence
* provide an explanatory note on the day of return to school unless confirmed contact has already been made by a parent;
* discuss with the tutor any planned absences well in advance (eg a family holiday)

Parents are expected to:

* inform the school of their child’s absence on the first day of non-attendance;
* make any request for leave of absence to the Head of Nursery and Infants, Head of Juniors or Assistant Principal (Pastoral).
* supply an explanatory note for their child’s absence

Receptionists in the Senior School, Administration Assistant in KS2 and Nursery and Infants Secretary for KS1 and EY will:

* check the completion of registers after each registration;
* ensure pupils are not in school before contacting home;
* contact home in the morning to account for any absence if not already received;
* note the reason for absence in the register.
* notify form tutors or heads of year if they are concerned about the reason for absence

In the event of prolonged absences:

* form tutors, heads of year, Assistant Principal (Pastoral) or Head of Juniors/ Nursery and Infants or Deputy Principal will monitor the situation and will contact parents if a pupil is regularly absent or late to school.
* if a pupil is absent for longer than 10 days, or fails to attend school regularly, and there has not been sufficient explanation from parent or guardian then the Local Education Authority will be informed.
* if a pupil’s attendance falls below 90% in a term, or there is a pattern of absence, this will be investigated by the Deputy Principal, Head of Juniors / Nursery and Infants.
* The Deputy Principal, Head of Juniors / Nursery and Infants will notify the local authority when a pupil is deleted from the admission register on the following grounds: the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

**Pupil Attendance policy reviewed: September 2020**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: September 2021**

**Appendix 1 - Marking scheme**

**REGISTRATION PROCEDURES and TRUANCY**

1. All registers must be marked Remove) using the schoolbase registration system. If the system is unavailable then registers must be marked by hand on a separate form list and the list must be handed in to the school reception.
2. If a pupil is present enter an oblique stroke, with a stroke in the reverse direction for the afternoon session.
3. If a pupil is not present record O. There must be no blanks left. If a pupil then arrives after 8.50 am and before the end of registration, but O has been recorded, put U inside the O i.e. there must be no double entries. Similarly in the afternoon.
4. Pupils should not be marked present on hearsay or by anyone other than a member of staff.
5. If a pupil arrives after 8.50 am or 1.40 pm he/she must sign in at the pupil waiting area. If this is prior to 10.30 am or 1.50 pm the receptionists will mark him/her as L in the register and that will then count as an attendance. If a boy/girl arrives after these times they will remain marked in the register as absent for that session and a letter of explanation is required.
6. The following symbols should be used to denote authorised absence i.e. absence with permission.

Any of the above should replace the zero immediately when information about the nature of the absence has been received, either by letter, email or a telephone message.

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| --- | --- |
| **H** | Agreed Family Holiday |
| **I** | Any illness including Positive COVID |
| **M** | Any type of medical /dental appointment |
| **U** | Arrived in school after registration |
| **C** | Leave of absence authorised by the school |
| **D** | Dual Registration |
| **E** | Excluded but no alternative provision made |
| **V** | Educational visit or activity including residential |
| **T** | Gypsy, Roma & Traveller absence |
| **G** | Holiday unauthorised |
| **B** | Internal Educational visit or activity |
| **J** | Interview or university open day |
| **L** | Late |
| **N** | No reason yet for absence |
| **P** | Participating in a supervised sporting activity |
| **PT** | Part Time (Nursery) |
| **\** | Present at afternoon registration |
| **/** | Present at morning registration |
| **Z** | Pupils not on the admission register |
| **R** | Religious observance |
| **#** | School closed for Holiday |
| **Y** | School closed to pupil |
| **X** | Self Isolating / COVID |
| **S** | Study leave |
| **O** | Unauthorised absence |
| **W** | Work Experience |

1. Unauthorised absences should be entered as a zero . These include:

\* where absence, eg for holiday, exceeds that requested and granted

\* where leave of absence is not requested prior to a holiday

\* shopping

\* looking after younger brothers and sisters, except in an emergency

\* truancy.

1. At the end of each term the totals should be completed for each pupil.
2. In the interests of consistency the above should be done by all form tutors, including those responsible for Sixth Forms.

**The correct keeping of registers for all pupils is a legal requirement**