



## **WEST TYNE FEDERATION OF SCHOOLS**

### **Attendance and Registration Policy**

Our Vision..... Inspire, Support, Believe, Achieve

Our Mission.....

Our values-based schools nurture curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is paramount. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

The Federation is committed to the personal development of all involved and aim to provide life- long learning.

We aim to provide extended facilities in both our schools in order to support each child on their learning journey.

We believe the safeguarding of our pupils is paramount when they are in our care. For this reason the Governing Body's policy on attendance and registration aims to ensure every pupil is accounted for on each of the days school is open.

The school's registration periods are from 9.00 - 9.05 a.m. and 1.00 - 1.05 p.m. It is the class teacher or cover supervisor's responsibility to ensure that the registers are completed properly at these times so that an accurate record of attendance is available during each session.

Parents have been asked to inform the school, in writing, where an absence is planned e.g. hospital appointments, etc and such letters will be kept in the office after being authorised by the Executive Headteacher.

Where a child is absent due to illness, parents have been asked to inform school by telephone by 9.30am in the first instance via the school office and by letter on the child's return. Should a child be absent and this is not reported by 9.30am the school will telephone the parents in an effort to establish the whereabouts / reason for absence.

If school cannot establish contact and suspect the child may be in danger the school will contact the relevant agency (SS, Police, EWO etc).

Children returning after an absence will be made to feel welcome and will be allowed a period of resettling as necessary.

Where a period or pattern of absence gives rise to concern, this will be expressed to the EWO via the School Administrator in the first instance. Good timekeeping is to be encouraged; persistent lateness is

a habit we discourage. Both pupils and their parents should be reminded of the importance of punctuality. Pupils persistently late (missing the class Early Morning Task) will be given opportunity at lunchtime in the school library to catch up.

Parents of pupils who are persistently late will be referred to the EWO.

Attendance data is monitored by the School Administrator and Pupils with data below 90% are referred to the Executive Headteacher who will liaise with Parents until the attendance increases above 90%.

**COMPLETION OF REGISTERS AT THE START OF  
MORNING AND AFTERNOON SCHOOL.**

<b>Key to Codes</b>	
<b>/</b>	Present (AM)
<b>\</b>	Present (PM)
<b>B</b>	Educated off site (not Dual reg.)
<b>C</b>	Other authorised circumstances
<b>D</b>	Dual registration
<b>E</b>	Excluded
<b>G</b>	Family holiday (not agreed)
<b>H</b>	Family holiday (agreed)
<b>I</b>	Illness
<b>J</b>	Interview
<b>L</b>	Late (before register closed)
<b>M</b>	Medical/Dental appointments
<b>N</b>	No reason yet provided for absence
<b>O</b>	Unauthorised absence
<b>P</b>	Approved sporting activity
<b>R</b>	Religious observance
<b>S</b>	Study leave
<b>T</b>	Traveller absence
<b>U</b>	Late (after register closed)
<b>V</b>	Educational visit or trip
<b>W</b>	Work Experience
<b>#</b>	School closed to pupils & staff
<b>Y</b>	Exceptional circumstances
<b>X</b>	Non-compulsory school age absence
<b>Z</b>	Pupil not on roll
<b>-</b>	All should attend / No mark recorded

In the event of a child 'forgetting' their packed lunch, a school meal will be provided (though this must be paid for later). Staff should inform the office. Parents have been asked to give prior notice if there is to be any alteration to the child's normal dinner arrangements.

Dinner money is collected on Mondays. This should be sent to the school office. Where 'loose' dinner money is collected by the Teaching Assistant it should be placed in an envelope, labelled appropriately and forwarded to the office.

At the end of each half term, any unexplained outstanding arrears are dealt with by NCC.

*Savannah*

Review date: September 2019