



St.Catherine's Catholic VA Primary School
'Live, Love and Learn Together'

Registration of Pupils Policy

Introduction

This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available.

Who was consulted?

Parents, pupils and staff were consulted in the development of this policy.

Relationship to other policies

The policy on attendance should be read in conjunction with the policies on admissions, PSHE and school session times, and current guidance produced by the school for staff on the registration of pupils. The home-school agreement is also pertinent.

Roles and responsibilities of Headteacher, other staff, governors

The Headteacher will ensure that

- Pupils are registered accurately and efficiently
- Attendance targets are set for individual pupils, classes and year groups
- Parents or carers are contacted when reasons for absence are unknown or unauthorised
- Pupil attendance and lateness are monitored regularly
- School attendance statistics are reported to the LEA and governing body
- The LEA officer is provided with registers of attendance and supported in following up long-term absences
- Pupils absent for long periods because of ill-health receive appropriate learning support.

All teachers are expected to

- Register pupils accurately and efficiently
- Report pupil attendance and lateness daily
- Encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences

Pupils will be encouraged to

- Attend school regularly
- Inform staff if there is a problem that may lead to absences

Parents and carers will be asked to

- Ensure the child attends school regularly
- Inform the school on the first day of non-attendance
- Discuss planned absences with the school in advance (e.g. family holidays, special occasions)

The governing body

- will ensure that the LEA is informed about the long-term absence of any pupils.

Arrangements for monitoring and evaluation

The Headteacher will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The Headteacher and the governing body will evaluate the data and decide what, if any, further action is required.

Signed.....Date 7.10.10 Review date:
Chairman of the governors