

Salisbury Manor Primary School

Recording Accurate Attendance Policy

This document contains guidance on:

1. Legislative responsibilities
2. Objective
3. Process
4. Disciplinary Procedure
5. Outcomes

Date of last review	1/09/2023	Review period	1 year
Date of next review	1/09/2024	Owner	Principal

Legislative Responsibilities

The guidance set out in this policy applies to all teaching staff including fixed-term, part-time, temporary and any other staff member who is responsible for taking registers. It outlines the arrangements in place to achieve compliance with the duties contained within the Education (Pupil Registration) (England) Regulations 2006 and in Section One of the Department for Education (DfE) Advice on School Attendance.

This policy can be read in conjunction with the following Salisbury Manor policy documents:

- Attendance
- Child Protection (Safeguarding).

Objective

Accurate attendance is to be recorded regularly and registers are to be taken within the agreed time frame. In addition, the document aims to provide advice in order to achieve best practice.

United Learning is committed to ensuring that the whereabouts of all pupils in its care are always known, therefore it is vital that the contents of this policy are adhered to and expectations are met.

Process

- Registers are to be completed within the first 5 minutes of the session.
- There should be a clear indication whether a child is absent or present. **Under no circumstances should a student's attendance mark be left blank.**
- Double check those listed as absent prior to closing the register
- Ensure latecomers are updated in the register
- Laminated fire register to be completed by the class teacher and to be kept with the class at all times. In the event of a fire alarm, adults to bring fire register out to the meeting point.

Recording Marks

- An absence should be recorded as unauthorised (O code) – the attendance team will update and amend marks accordingly.

- If a pupil is absent from your lesson and you are aware of their location, a short note should be added to the register such as, 'Receiving First Aid', 'with Principal' etc.

Unable to Access Arbor

- If registers are unable to be opened due to a failure of IT equipment, teaching staff must carry out a head count of pupils and record the names of those present in writing.
- The Attendance Team are to be informed of the number of pupil's present. In cases where emails cannot be sent due to loss of internet access: