



Registration of Pupils			V1.2
	Date	Name	Notes
Drafted		H Read	
Adopted	8 <sup>th</sup> Feb 2010	PPC	
Reviewed	16/03/2014	Ben Haynes	
Reviewed			
Reviewed			
This policy will be reviewed every 3 years			

**Roles and responsibilities of head-teacher, other staff and governors.**

The head-teacher will ensure that:

- Pupils are registered accurately and efficiently
- 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 LA and governing body
- The LA 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

The Governing Body:

- Will ensure that the LA is informed about the long-term absence of any pupils.

**Arrangements for monitoring and evaluation**

On a termly basis the Head Teacher will 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 Head teacher and the governing body will evaluate the data and decide what, if any, further action is required.