



MOORFIELD  
SCHOOL

# ATTENDANCE & REGISTER POLICY



# ATTENDANCE & REGISTER

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At Moorfield School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for pupils, and we look to parents to support this objective.

Moorfield School recognises good attendance is essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This policy is written with the recent Department of Education guidance in mind (*Working Together to Improve Attendance, 2024*) and underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school`

## PROMOTING GOOD ATTENDANCE

In building a culture of good school attendance, the School will:

- Recognise the importance of good attendance and, alongside good behaviour, make it a central part of the school's vision, values, ethos, and day to day life.
- Recognise that absence is a symptom and that improving pupil's attendance is part of improving the pupil's overall welfare. This can be achieved by prioritising attendance in strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, or wellbeing
- Recognise improving attendance is a school leadership issue and have a designated senior leader with overall responsibility for improving attendance in school and liaising with pupils, parents and external agencies where needed.
- The senior leader will regularly monitor and evaluate progress in improving school attendance processes.
- Make sure all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents.
- Make sure attendance support and improvement is appropriately resourced, including where applicable, pastoral support.
- Set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels.
- Visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or in registration periods.
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

The School will ensure that in accordance with the DfE guidelines (*Working Together to Improve Attendance, 2024*) the policy is easily accessible to leaders, staff, pupils, and parents, including being published on the website.

Parents will be sent it with any initial information when pupils join the School and reminded of it at the beginning of each school year and when it is updated. As the barriers to attendance evolve quickly, the policy will be reviewed and updated as necessary, after seeking the views of pupils and parents.

## ROUTINE FOR DROP OFF AND REGISTRATION

### **Nursery and Reception**

The school day starts unofficially at 8.30am every morning. Nursery and Reception children are met by staff in the EYFS playground and taken to their classrooms.

### **Form 1 to Senior 6**

All the children from Form 1 to Senior 6 gather in the playground by 8.30 where the Senior Leadership Team are on hand to supervise. At 8.40, all staff are in place in the playground and the bell is rung. Teachers lead their classes in to supervise the cloakroom and transition to classroom. the Head or Deputy will ring the bell and children.

All children are required to be in school for 8.45 when the register is taken; the register closes at 8.50 am. Pupils who arrive after this time are marked in as Late. When they do arrive at School they must report their arrival in the school office and marked as present on the register before going to their classrooms.

The school day ends at 3.30 pm for EYFS, 3.40pm for Form 1 and Form 2 and 3.45pm for Upper School. After School Clubs run until 4.45pm under the supervision of staff. Breakfast Club starts at 7.45pm; After School Care runs until 6.15 pm.

Children are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip or visit or a sporting fixture (the dates and details of which will have been notified to parents in advance.)

If a child is ill, parents should telephone the school by 9am on the first day of absence. If school has not heard from the parents, a phone call will be made from the Office to the child's home at 9am in order to ascertain the reason for absence. An email should be sent or a letter written on his/her return to School confirming the reason for the absence.

Other requests for absence should be sent to the Head via email or letter. The Head will inform the relevant Form Teacher. The school always sends parents the term dates over a year in advance in order that they can arrange holidays and book flights without disrupting a child's education. Parents are advised that taking children out of School during term time for holidays is not readily acceptable. Teachers cannot be expected to keep pupils up to date with work that they will miss as a result of being taken out of the school term for holidays.

Days of absence and late arrivals at school are recorded in the school report.

Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and at the start of the afternoon for all pupils. At Moorfield School we take registration at 8.45 am and at 1.30 pm. Guidance on the Regulations, such as the codes to be used in marking a pupil absent are found in Appendix A.

A register is kept for Breakfast Club and in After School Care children are signed in and out.

All extra-curricular clubs after school have registers for attendance.

Reviewed by:  
Date:  
Next Review Date:

The Head  
September 2024  
September 2025

# APPENDIX A

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## PUPIL ABSENCES

To ensure consistency across all registers please follow this guide:

- / Present (am)
- \ Present (pm)
- L Late (after 8.45am)
- I Illness
- M Medical appointment (doctor or dentist)
- H Agreed family holiday
- P Sporting activity off site
- V Educational trip or visit
- B Music exam / Taster day / Entrance exam at another school
- Y Enforced closure ( e.g. Snow Day)
- C Other authorised circumstances
- O Unauthorised absence

Always circle an absence and then fill in symbol to give reason for absence.

All symbols other than / or \ must have a circle round them.

If absence is not known please investigate and fill in by the end of the week.

It is VERY important that registers are accurate and up to date.

When a child marked L arrives at school, Mrs Firth will write on a sticky note what time they arrived. If a pupil leaves during the school day they must report to the office. The reason for their departure from school will be written on a sticky note and stuck in the register. If and when they return to school on that day they report to the office on their arrival and the sticky note is updated to say they are back in school.

Please keep all sticky notes in the folder at the back of the register.

For the purpose of recording authorised absences on annual school reports, the following count as absences:

- I
- H
- M
- C (unless education related)

Unauthorised absences (O) will be commented on separately.