



Pontypridd High School

Register of Pupils and Register of Attendance

*'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'*

Register of Pupils and Register of Attendance

Date of policy:	November 2023
Adopted:	Spring 2015 Reviewed : Wellbeing Committee Meeting, 12 th March 2020 Reviewed : School Improvement Committee Meeting, 16 th November 2023
To be reviewed:	Spring 2026
Member of staff responsible:	Leader of Wellbeing and Attendance
Committee Responsible:	School Improvement Committee

Purpose

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.

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. It is self-evident that if those pupils who should attend school fail to do so, their learning and progress are likely to be restricted.

Registering of Pupils

An entry must be made in the attendance register at the beginning of the morning session and again at the beginning of the afternoon session for all pupils of compulsory school age who are on the school's admission roll.

The school is required to distinguish between authorised and unauthorised absence. Only the school may authorise absence, not the parents. Reasons for authorised absence could include receiving medical treatment, interviews for work or college, days of religious observance, family bereavement, work placements, study leave and educational visits.

Registers are legal documents and must be completed accurately in case of legal proceedings or an emergency. They must be saved, and made available if required, for three years.

Roles and Responsibilities of Headteacher, Other Staff and Governors

The Head of School 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 is 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 (eg 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 Head of School 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 Head of School and governing body will evaluate the data and decide what, if any, further action is required.