

Admission/Attendance Register

and Attendance Policy

Bucknall Primary School

SIGNED..... CHAIR OF GOVERNORS

SIGNED..... HEADTEACHER

DATE

Rural Villages' School, Bucknall has agreed to adopt the Lincolnshire County Council's policy for Admission of pupils to our school.

When we offer places the Governing body take the following reasons into account in the order set out below

1. The school parents say they prefer.
2. Medical reasons why the school is most suitable (for example, wheelchair access).
3. Brother or sister going to the school at the time a place is needed.
4. Convenience of access including:
 - Distance of the child's home from the school;
 - Whether there is another school the child can go to which is as easy to get to;
 - The route from the child's home to the school; and
 - Whether there is free transport from home to school.

This means that in most cases, pupils who live close to the school will be given a higher priority than those who live further away.

Interested parents will be given a Lincolnshire Primary Schools Preference form to be returned to their first choice of school.

If offered a place parents will be asked to confirm that they still want the place for their child.

If the school has more applications than places the preference form will be returned with a letter from the Governors stating that a place has not been offered but also advising them of their right to appeal against that decision and should contact Pupil and School Services group on 01522 553339.

ADMISSION/ATTENDANCE REGISTERS AND SCHOOL ATTENDANCE POLICY

Admissions Register - entries and deletions

The school follows the procedures outlined in the School Administration Handbook: Section A2, which is kept in the school office.

Publication of Attendance Data in the School Prospectus and Annual Reports.

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Attendance Registers

At the present time computers in the classrooms are not used as a means of keeping attendance registers however all attendances are put on the office computer.

Symbols to be used in Registers (Categories)

The Teacher must ensure that class register is completed with the symbols suggested on the front inside cover of the register. (Copy attached). N.B Attendance and symbols will be marked in black ink except 'O', which will be marked in red ink.

GUIDELINES FOR THE COMPLETION OF ATTENDANCE REGISTERS

General Rule for the use of Registers

The name of the school, and the Key Stage, must be distinctly written on the cover of each attendance register.

The pages must be numbers consecutively, and no leaf must be inserted in or withdrawn from any register.

Entries must be written in ink and any correction shall be made in such a manner that the original entry and the correction are both clearly distinguishable.

The Headteacher of the school must keep, or supervise the keeping and preservation of the records of that school.

The names of the children must be entered in the attendance register.

Each column for the recording of attendances should be properly dated before any entry of attendance is made in it.

Special Rules for Attendance Register

There must be an attendance register for each class containing the names of all the pupils in the class whether of compulsory school age or not.

The attendance a register must be marked at the beginning of each morning and afternoon session.

When the school does not meet on an occasion fro which space is provided in the register the reason for closure will be written in the space fore the next meeting.

The attendance register must be marked every time the school meets, however small the attendance.

The absences will be recorded weekly at the back of each termly section. Authorised absences will be denoted by a figure in ink.

Unauthorised absences will be indicated by circling the number. Attendance's for each pupil will be totalled termly.

The attendance register of every school shall be available for inspection during school hours by inspectors appointed by Her Majesty and by persons authorised by the Secretary of State under Section 77(s) of the act.

Provided that in every school maintained by a Local Education Authority the said register(s) shall be open to inspection by officers authorised by the Local Education Authority for that purpose.

Extracts from Registers

The persons authorised by the foregoing Regulations to inspect the attendance register(s) of any school shall be permitted to make extracts there from for the purposes of the Act.

Preservation of Registers.

Every attendance register shall be preserved for a period of not less than seven years from the date on which it ceased to be used.

Closing of Registers

The register will close one half hour after the school opens each session as recommended in the DES Circular 11/91. This enables teachers to effectively denote when a child is late. Where a pupil is consistently late, the teacher must maintain a separate record showing time of arrival (see attached form)

Authorised and Unauthorised Absence

Authorised absences are those for which the school has reason to insert a letter in the 'O', which specifies the reasons for the pupil's non-attendance at that particular session.

Therefore, any absences which have not been authorised should come in the category of pupil originated absences, and therefore potential truancies.

Absences, which are classified as authorised, may only be so authorised by the school or the pupil's parents, guardians or responsible adult. Authorisation for absence by apparent or guardian may be given to a member of staff personally, by telephone or by letter.

A parent sending a note to school stating the child has been absent through illness may well be "authorising" the absence, but this may not make the absence valid within law. Teachers will continue to be vigilant regarding authorised absence patterns, in order that parent condoned absence can be dealt with effectively.

Attendance Certificate

Attendance certificate are available from the School Services Section towards the end of each academic year for presentation to pupils who have made full attendance at school i.e. no absence of any kind, either during an academic year or, more exceptionally, throughout a particular phase of education.

In addition the school will award Attendance Certificates to any pupils who have made full attendance during an academic term.

Education Welfare Service

There is a requirement that school inform the LEA (education Welfare Service), of all children absent for a period of 2 weeks; (see School Administration Handbook: Section A2 Which is kept in the school office.

Absence Record

Parents will be encouraged to send a letter or telephone the school on the first day of the pupil's absence by 8.45am. Where a pupil is absent for more than 3 days and there has been no reason for absence given, then the school will endeavour to contact the pupil's parents or guardians in order to establish the reason.