

Admissions and Attendance Registers Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of *Lion House – a Hurlingham School* on our website, and a hard copy can also be viewed at our School Office.

1. Introduction

At *Lion House – a Hurlingham School*, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son or daughter, and we look to you to support this objective. All pupils are required to be in school at the correct time, as published in our parental documentation.

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

Requests for absence for children in Reception (regardless of the date of their fifth birthday) Year 1 and Year 2 must be made in writing and reach the school at least five days in advance (except in an emergency, when parents are asked to telephone the school before the start of their child's school day). Requests for exceptional absence (i.e. absence for days other than religious festivals, medical or dental appointments or for illness) should be sent to the Headmaster c/o the Putney Bridge Road School office at least two weeks in advance.

If a child is ill, or in nursery and not attending a pre-booked session for any reason, parents / carers must e-mail or telephone the school before the start of their child's school day. If we do not hear from them and their child is absent, we will always telephone home in order to check on the child's welfare.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the School's policy not to allow holiday to be taken during term.

2. Admissions and Attendance Registers

Our admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006, the DfE publication *Children Missing in Education* and the DfE publication *Advice on School Attendance (2016)*.

Admissions Register

Children's names are entered in our admissions register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year. When a child leaves the School, their final date of attendance is also recorded. Our admissions register is held electronically and is linked to the school's bespoke database of pupils and staff.

The admission register contains the following information:

- Name in full;
- Sex;
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- From September 2016, where a parent notifies us that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
- At least one telephone number at which the parent can be notified in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the school;
- Name and address of the school last attended if any;

- From September 2016, the name of the destination school) or additional school in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for us to ascertain this information.

Where a pupil is registered at more than one school, his/her name will only be deleted from our admission register of a school when he/she has ceased to attend and where the Principal or Headmaster of our school and the proprietor or Head of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

Each week our School Secretary completes a 'Leavers and Starters' audit spread-sheet. This is then returned to the Key Administrative Officer in the Education Welfare Service at Wandsworth. This ensures that we fulfil our obligation to notify our 'own' local authority when we remove or add a pupil's name to the admissions register as non-standard transitions, i.e. where a compulsory school-aged child leaves us before completing their final year or joins us after the beginning of the school's first year. We will also notify the child's borough (if different).

Before deleting a pupil's name from the admission register on the ground that he/she has not returned from a leave of absence exceeding 10 days we, and the local education authority, must have failed, after reasonable enquiry, to ascertain where the pupil is. We will inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admission register on certain grounds. In summary, these are when the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

The period after which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation is 20 school days and additionally either the Headmaster or Principal must not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where either the Headmaster or Principal do not have reasonable grounds to believe that the pupil will return to school at the end of that period.

The electronic admission register is backed up not less than once a month. Each month's permanent hard copy is produced and filed in a secure location. Each of these additional copies of the admission register and the attendance register are retained for three years after the end of the school year in question.

Attendance Register

Form Teachers complete an attendance register twice a day, at the start of the morning session, and during the afternoon for all day pupils.

The attendance registers show whether the pupil is:

- (i) present;
- (ii) absent;
- (iii) attending an approved educational activity outside school (approved by the Headmaster and supervised by a person approved by him, and including a sporting activity);
- (iv) unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- (v) taking authorised absence (granted leave of absence by the Headmaster; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- (vi) taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

We use the DfE standard set of codes for schools to use in registers. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within two weeks) the appropriate symbol and N must not be allowed to remain indefinitely.

Entries are made in black ink and any amendments show the original and amended entries, the reason for the amendment, the date of amendment and the name of the person making the amendment.

We will report certain attendance issues to the relevant LA such as:

- ten days of unauthorised absence (other than for reasons of sickness or leave of absence);
- failure to attend regularly;
- deletion from the school register when the next school is not known. In this last case, we will report the circumstances as soon as possible to the LA in which the pupil lives..

All copies of the attendance register are retained for three years after the end of the school year in question.

3. Annual Census

As a member of ISC we participate in that organisation's annual census of pupils, staff, and expenditure etc. In accordance with the regulations, we include pupil ethnic monitoring data, using the same methodology as the maintained sector.

4. Approaches from Local Authorities

Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. We may, therefore, receive an enquiry about whether we are educating a specific child.

Date created: Autumn 2009

Date of last review: November 2017

Date of next review: June 2018