



REGISTRATION OF PUPILS

BRICKHILL PRIMARY SCHOOL

JANUARY 2019

REGISTRATION OF PUPILS

We want children to be given a strong message about the important part regular attendance plays in their Education. We believe there is a strong connection between attendance, progress and achievement.

Children at Brickhill Primary School are registered twice daily by the adult supervising the class.

Morning registration opens at 8.45am and closes at 9.00am.
The expectation is that children arrive at 8.45am when the school gates open.

Afternoon registration takes place across the whole school between 1.05pm and 1.15pm.

Attendance data is recorded, coded and submitted in line with Local Authority requirements. Registers and attendance are monitored on a half-termly basis by the Local Authority Education Welfare Officer.

Attendance

We are required to keep careful records of the reason for absences. Contact with the school should be made on the first day of absence with a follow up notification by letter. If a child is absent and no explanation has been received by 9.30am, a call home will be made to determine the reason for the absence. Any absence not notified will be recorded as an unauthorised absence, as will occasions when the headteacher does not consider it a legitimate reason for the child to be away from school. We also ask for early notification of infectious diseases.

Change of Address, Telephone Number, Emergency Contacts and Home Circumstances

The school needs to be informed promptly of any changes in order to adjust our records. We would act sensitively to information concerning a change in home circumstances.

Holidays

The Law says parents/carers do not have a legal right to take their child out of school during term time. Parents are asked to book holidays during the school holidays only.

The headteacher can authorise leave of absence in exceptional circumstances in accordance with guidelines issued by Bedford Borough Council and the Department for Education. However, all holiday requests will be marked as unauthorised on the child's records.

See the following links for further information:
<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion> and
<http://www.legislation.gov.uk/uksi/2013/756/contents/made>.

The attached appendix issued by the Local Authority forms part of this policy.

Policy reviewed and updated : Signed