

***Trinity Christian School***  
***Nursery, Primary & Secondary***



**TRINITY**  
**CHRISTIAN SCHOOL**

# **Attendance & Registration Policy**

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Reviewed by SLT & Governors:	Autumn 2022
Next Review due:	Autumn 2023

# Attendance

## 1. POLICY AIMS

The attendance policy is written with reference to the Education (Pupil Registration) (England) Regulation 2006, Working Together to Improve School Attendance (DfE 2022), The Education Act (1996) and Keeping Children Safe in Education (Sept 2022).

Trinity School seeks to

- encourage pupils to aim to achieve their highest standards
- ensure pupils benefit from the spiritual, emotional and educational opportunities available at the school
- instill in pupils the importance of regular attendance and punctuality whilst at school and for future employment

Section 7 of the Education Act 1996 *places a duty on parents to ensure that their child of compulsory school age receives a suitable education, either by regular attendance at school or otherwise*. Trinity Christian School has the responsibility to support parents and families by ensuring that the school is a calm, orderly, safe and supportive environment where pupils want to learn (DfE).

Full attendance contributes significantly towards such aims. Research shows that the pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment (DfE). Regular attendance will be encouraged through assemblies and tutorial time with excellent attendance being acknowledged through certificates.

## 2. REGISTRATION

### Primary school:

Registration takes place twice a day at 8.45am and 1.00pm. Registers are taken by the Class teacher using the Studybugs online system.

All children arriving after 8.50am **must** be signed in at the office by the parent/carer and will be awarded a late mark or the applicable authorised absence mark in the register by the Office. Any child arriving after 9:15am will receive a late absent mark which goes against their attendance.

### Secondary school:

Registration takes place twice a day at 8.40am and 12.55pm. Registers are taken by the Form teacher using the Studybugs online system.

All pupils arriving after 8.45am or 1pm **must** sign in at the office and will be awarded a late mark or the applicable authorised absence mark in the register by the Office.

Any pupil arriving after 9:15am will receive a late absent mark which goes against their attendance.

### 3. LATENESS

**Persistent Lateness is defined as a student being late on more than 8 occasions in any one school calendar month.**

#### 3.1. Close of Registers:

In accordance to the DfE guidelines, registers must be closed at a certain time in the morning. Therefore, if a student arrives **after 9.15am**, they have to be marked as a **late absent** for the whole morning session which goes against their overall attendance percentage. If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be marked as authorized (though the school must be informed of any appointments or lateness). Otherwise, the session is marked as an unauthorised late absence.

Parents can refer to our Parent handbooks for the breakdown of the lateness procedure which is available on the school's website. This can also be found in **Appendix 1**.

#### 3.2. Known lateness:

In cases of known lateness, parents are required to send a message to the School office via the Studybugs app/website. Please do not verbally inform or send messages direct to teachers.

#### 3.3. Lateness Monitoring:

The Senior Leadership Team will track persistent lateness through reports sent by Studybugs. In the event of persistent lateness, the procedure laid out in **Appendix 1** will be followed. Should the matter of persistent lateness not be resolved, school reserves the right to refuse pupils entry to the school.

The governors monitor, review and evaluate lateness figures through the Curriculum and Achievement Committee which meets in the Autumn and Summer terms generating reports shared at governors' meetings.

#### 3.4. End of Day Late collection:

We understand that parents are sometimes late to collect their child from school. In the event of this happening we ask that parents contact the school office to advise. Please also see the Uncollected Child Policy.

### 4. ABSENCES

The government expects a high level of attendance. At Trinity Christian School, **persistent absenteeism is defined as a student having an attendance of less than 90% in any term**. Trinity Christian School will work with parents and families to improve attendance that drops below this (see **Appendix 1**).

#### 4.1. Absence due to illness:

At Trinity Christian School we put a high emphasis on attendance. However, we would also encourage parents/carers to be mindful about sending in their child if they are unwell and at risk of spreading their illness to others in their class.

We ask that pupils are kept at home for at least 48 hours after any sickness or diarrhoea bug. For advice on illness please use the NHS website for guidance. This can also be found via the Studybugs website/app.

Parents should report absence by 9am latest, on the day of the absence, or the night before, using the Studybugs app or website ([www.studybugs.com](http://www.studybugs.com)). Parents are required to give a reason for their child's absence. This is checked by the Office daily.

Parents are required to report absence in the same way for **each day** of absence.

The screenshot shows the Studybugs app interface. At the top, there are two tabs: "Report Sick" (selected) and "Speak With a Teacher". Below the tabs, there is a profile section on the left with a star icon, a circular icon with the letter 'C', and an "Edit" button. The main content area has the heading "What seems to be the problem with [blacked out]?" followed by a text input field containing the placeholder "Type symptoms here". Below the input field, there is a checked checkbox labeled "Tell Trinity Christian she's off today" and a blue "Post" button.

#### 4.2. Absence due to an appointment:

For children who will be absent due to an appointment, that cannot be arranged outside of school's hours, parents must use Studybugs or send an email to advise of this as far in advance as possible. Please do not verbally inform or send messages direct to teachers.

#### 4.3. Absence Requests:

For non-emergency or non-illness absences (i.e. funeral/wedding/holiday) an Absence Request Form (**Appendix 2**) must be completed and returned to the school office in advance, giving at least one week's notice before the requested date of absence. Please request a form from the Office. A member of the SLT will consider the request and you will be notified of the decision. Please do not verbally inform or send messages direct to teachers.

#### 4.4. Persistent Absence:

In the event that a pupil has persistent absenteeism due to a long-term illness or medical condition, the procedure laid out in **Appendix 1** will be followed. Trinity Christian School also reserves the right to seek advice from the Tameside Medical Enquiries team at the Education Welfare Office, 0161 342 2112 / [medicalenquiries@tameside.gov.uk](mailto:medicalenquiries@tameside.gov.uk)

In the event that a pupil has a medical condition that would result in them missing school for a prolonged length of time, provision, where appropriate, will be made in the way of online lessons via google classroom to ensure that pupils with medical conditions are not at a disadvantage.

In the event of a pupil having **5 days or more unauthorised absences** in a term, the Head Teacher will contact Tameside Educational Welfare Services <https://www.tameside.gov.uk/ChildrenMissingEducation> and must report this to the Local Authority.

#### 4.5. Absence procedures:

In the event of the office not being notified why a pupil is absent, one attempt will be made to find out why pupils are missing (call, text, email). This is normally done by 9.30am. If no response is made on that day, then the pupil will receive an unauthorised absence mark. This is then usually followed up by an email to parents, if no further communication is received.

Using Studybugs, all absences will automatically be recorded on the Registers and the Office will check registers daily. The Office will only contact home again, if the pupil has been absent for a few more days without any follow up note / reason (with certain exceptions).

Parents can refer to our Parent handbooks for the breakdown of the absence procedure which is available on the School website. This can also be found in **Appendix 1**.

**It is the responsibility of pupils to catch up on any work missed with the guidance of the subject teacher.**

#### 4.6. Absence Monitoring:

The responsibility for the checking of the registers in terms of absence and lateness are with the School Office.

The Senior Leadership Team will track persistent absenteeism through reports sent by Studybugs. In the event of persistent absenteeism, the procedure laid out in **Appendix 1** will be followed.

The governors monitor, review and evaluate attendance figures through the Curriculum and Achievement Committee which meets in the Autumn and Summer terms generating reports shared at governors' meetings.

### 5. CHILDREN MISSING FROM EDUCATION (CME)

Attendance and absence is tracked by the Head Teacher. In the event of a pupil having **5 days or more unauthorised absences** in a term, the Head Teacher will contact Tameside Educational Welfare Services <https://www.tameside.gov.uk/ChildrenMissingEducation> and must report this to the Local Authority.

For every pupil, where possible we hold an emergency contact number for more than one person and ensure that emergency contact numbers are provided and updated by the parent with whom the pupil normally resides, at least annually, through the annual pupil forms.

The school will notify the local authority when a pupil's name is deleted from the admissions register in accordance with regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register, providing the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;

- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable;
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

Where this information has not be given, the Head Teacher or DSL will contact Tameside Educational Welfare Services (<https://www.tameside.gov.uk/ChildrenMissingEducation>).

## **6. ADMISSIONS REGISTER (ALSO REFER TO THE ADMISSIONS POLICY)**

Trinity Christian School will enrol students on the admissions register within 10 days of their agreed start date and on their actual arrival.

In the event that a student fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the Local Authority (LA) at the earliest opportunity.

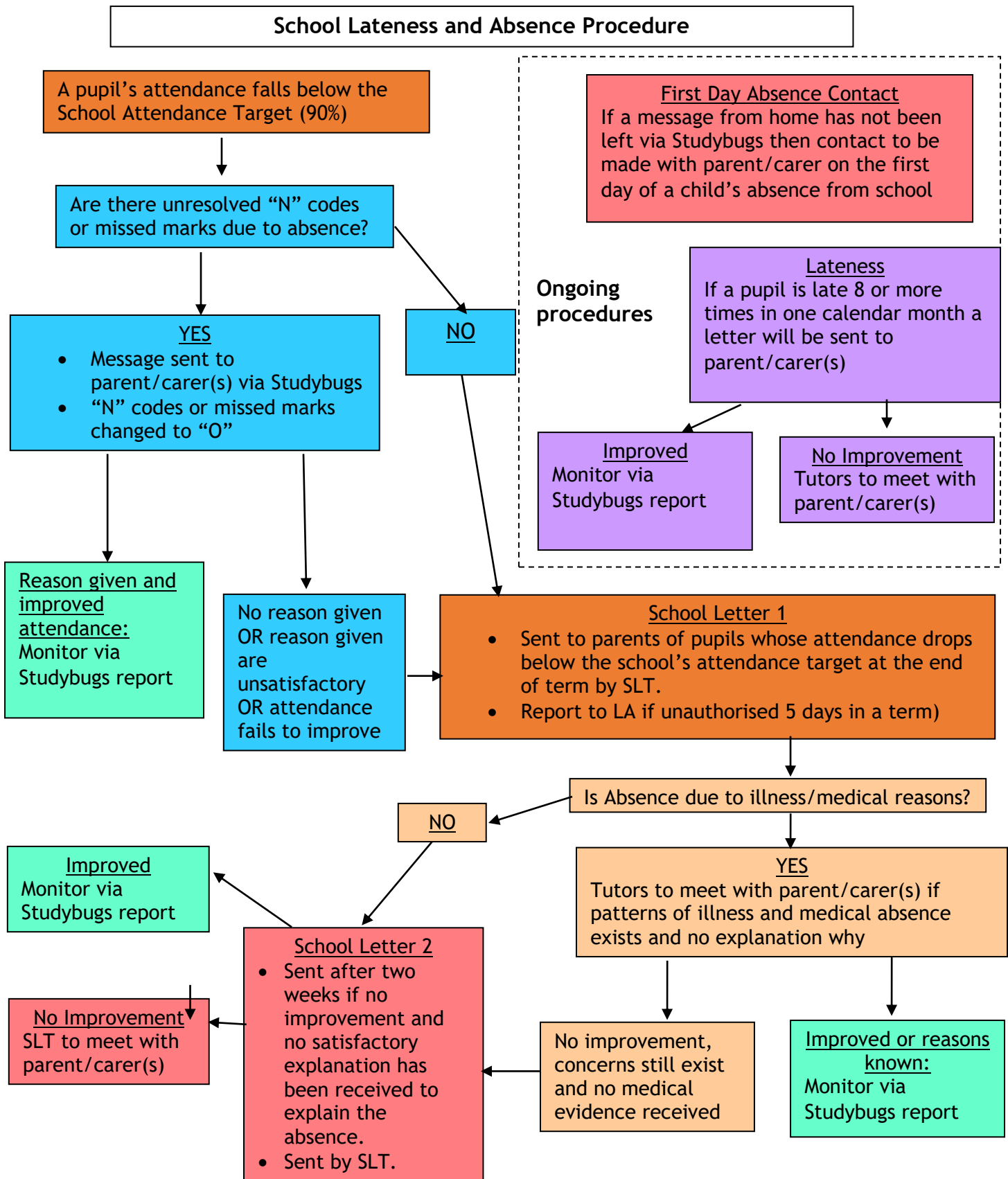
The office staff will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The Head Teacher will agree with the LA what intervals are best to inform them of students who are regularly absent from school, or who have missed 10 school days or more without permission or it being deemed an authorized absence.

The school will notify the LA if any student is to be removed from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

Appendix 1



Appendix 2

# Absence Request Form

Parent/Guardian to complete in full and return/send to the School Office.  
Please give at least one weeks' notice before the requested date of absence.

A member of the SLT will consider the request and you will be notified of the decision.

**If the request is accepted, Tutors/Teachers will be notified.**

Pupil Name(s):	
Date from:	
Date of <b>return</b> to school:	
Reason for absence: (Holiday / external exam / visit etc). Exc. medical appointments	
Parent signature/Print name:	
Date:	

<b>OFFICE USE ONLY:</b>			
DATE RECEIVED:		SLT SIGNATURE:	
REQUEST ACCEPTED <input type="radio"/>		DATE PARENT NOTIFIED:	
REASON REQUEST IS NOT ACCEPTED:			