

**WEST TYNE FEDERATION**  
**ATTENDANCE AND REGISTRATION**

*(reviewed June 2015)*

Our Vision..... "Alone we can do so little, together we can do so much" Helen Keller    Our Mission.....

Our mission is founded on Christian beliefs and values to serve our local communities and wider community through providing the best possible education in the West Tyne Federation.

Our schools are committed to the personal development of all involved and aim to provide life-long learning.

We aim to provide extended facilities in our four schools in order to support each child on their learning journey.

We believe the safeguarding of our pupils is paramount when they are in our care. For this reason the Governing Body's policy on attendance and registration aims to ensure every pupil is accounted for on each of the days school is open.

The school's registration periods are from 9.00 - 9.05 a.m. and 1.00 - 1.05 p.m. It is the class teacher or cover supervisor's responsibility to ensure that the registers are completed properly at these times so that an accurate record of attendance is available during each session.

Parents have been asked to inform the school, in writing, where an absence is planned e.g. hospital appointments, holidays etc and such letters will be kept in the office after being authorised by the Business Manager on behalf of the Head Teacher.

Where a child is absent due to illness, parents have been asked to inform school by telephone by 10.00am in the first instance via the school office and by letter on the child's return. Should a child be absent and this is not reported by 10.00am the school will telephone the parents in an effort to establish the whereabouts / reason for absence.

If school cannot establish contact and suspect the child may be in danger the school will contact the relevant agency (SS, Police, ESW etc).

Children returning after an absence should be made to feel welcome and may need a period of resettling.

Where a period or pattern of absence gives rise to concern, this should be expressed to the EWO via the School Business Manager in the first instance. Good timekeeping is to be encouraged; persistent lateness is a habit we discourage. Both pupils and their parents should be reminded of the importance of punctuality. Pupils persistently late (missing the class Early Morning task) will be given opportunity at lunchtime in the school library to catch up.

Parents of pupils who are persistently late are in regular communication with the Parent Involvement Officer until they conform to school routines. Should this action be ineffective a Senior Manager will arrange a meeting with the parent and the PIO in order to find a resolution.

Attendance data is monitored by the School Administrator and Pupils with data below 90% are referred to the Headteacher who will liaise with Parents until the attendance increases above 90%.

Each year in June, the record of unauthorised absences for the academic year are published in the School Profile and in the School Prospectus.

### **COMPLETION OF REGISTERS AT THE START OF MORNING AND AFTERNOON SCHOOL.**

<b>Key to Codes</b>	
<b>/</b>	Present (AM)
<b>\</b>	Present (PM)
<b>B</b>	Educated off site (not Dual reg.)
<b>C</b>	Other authorised circumstances
<b>D</b>	Dual registration
<b>E</b>	Excluded
<b>F</b>	Extended family holiday (agreed)
<b>G</b>	Family holiday (not agreed)
<b>H</b>	Family holiday (agreed)
<b>I</b>	Illness
<b>J</b>	Interview
<b>L</b>	Absent at registration and arrived after 9.05 a.m.
<b>M</b>	Medical/Dental appointments
<b>N</b>	No reason yet provided for absence
<b>O</b>	Unauthorised absence - no explanation received or unacceptable reason given.
<b>P</b>	Approved sporting activity
<b>R</b>	Religious observance
<b>S</b>	Study leave
<b>T</b>	Traveller absence
<b>U</b>	Absent at registration and arrived after 9. 30 a.m.
<b>V</b>	Educational visit or trip
<b>W</b>	Work Experience
<b>#</b>	School closed to pupils & staff
<b>Y</b>	Enforced closure
<b>X</b>	Non-compulsory school age absence
<b>Z</b>	Pupil not on roll
<b>-</b>	All should attend / No mark recorded

### **DINNER REGISTERS.**

Class teachers are asked to complete and forward the dinner registers to the office each day by 9.05 a.m.

The dinner register should be marked and the total numbers will be entered at the foot of the page by the kitchen admin assistant. Where there are alterations i.e. lateness, please ensure that the office is informed.

- ✓ Paid Dinner
- S Sandwich
- F Free Dinner
- A Absent.

In the event of a child 'forgetting' their sandwiches, a school meal will be provided (though this must be paid for later). Please inform the office. Parents have been asked to give prior notice (a full 2 weeks if possible) if there is to be any alteration to the child's normal dinner arrangements.

Dinner money is collected on Mondays. This should be sent to the school office. Where 'loose' dinner money is collected by the class teacher, it should be placed in the envelopes provided and forwarded to the office with the register.

Dinner monies in arrears recorded and parents are notified weekly of amounts outstanding. Should there appear to be reasons of hardship, an invitation to parents to discuss this / come to an arrangement, is extended by the Head Teacher.  
At the end of each half term, any unexplained outstanding arrears are dealt with by NCC.

2.

## **STAFF ABSENCE.**

### **PROCEDURES FOR STAFF.**

The L.A. conditions of service lay down the guidelines to be followed in cases of sick leave. Staff are requested to inform the Head Teacher/Administrator as soon as possible so that cover arrangements can be made.

Staff should inform the Head Teacher/Administrator when they are to return and, where absence has been due to illness, ensure that they complete a self-certification form in the school office. Suggestions for work for classes and an indication of the likely length of absence are helpful. Where an absence is planned, work should be left for the Supply Teacher on the teacher's desk or with another member of staff.

For Teaching staff, an insurance policy has been taken out, which partly meets the cost of absence due to illness beyond three days. Prior to this, cover must be provided internally or the cost of supply cover met directly from the delegated budget.

### **Absence/Sickness Guidelines.**

#### **Staff Responsibility:**

STAFF MUST contact the Head Teacher / Administrator on:

1. **First Day of Absence.**
  - a) Reason for absence
  - b) Whether illness results from an accident at work.
  - c) Expected date of return.
2. **Fourth Day of Absence.** (Includes holidays but not weekends)
  - a) Nature of illness.
  - b) Expected date of return.
3. **Absence after 7 days of Sickness** (This includes weekends).  
Days of sickness are different from days of absence. A Doctor's certificate is required.  
e.g. ill Tuesday evening:

<u>Days sick</u>	<u>Days absent</u>	
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1	Wednesday	1	Wednesday	<u>Phone School</u>
2	Thursday	2	Thursday	
3.	Friday	3	Friday	
4	Saturday		Saturday	
5.	Sunday		Sunday	
6.	Monday	4	Monday	<u>Phone School</u>
7.	Tuesday**	5	Tuesday	
8.	Wednesday	6	Wednesday	

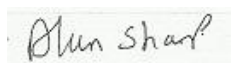
\*\* Tuesday is the 7th day of sickness. From Wednesday the 8th day of sickness, a doctor's certificate is required which should be forwarded to school.

#### 4. **Prolonged Absence**

Prolonged absence requires a Doctor's Statement (sick note) to cover the period of absence. Staff are reminded that they are responsible for informing school and for submitting Doctor's certificates or completing self-certification forms as is applicable to the absence.



Signed ..... Date: 1.6.15  
Headteacher



Signed ..... Date: 1.6.15  
Chair of Governors

Review date : June 2017