

Policy name: Admissions & Attendance Registers

Date: October 2019

Review Date: October 2020

Responsible person: Daisy Cockburn

Coordinator: Gerry Oliver

Policy Statement

We are non-selective in terms of ability as we know that all children have tremendous potential to participate in our learning community. Admission is through order of joining the waiting list with the exception that at all points of entry priority will be given to children with experience of Montessori education, whether that be in our school, one of the other Montessori schools or nursery groups in the Brighton and Hove area, or from anywhere else in the world.

We have a duty to ensure all pupils attend school regularly in order, for them to fulfil their potential.

We must promote good attendance, reduce absence and especially persistent absence. We must ensure every pupil has access to full-time education to which they are entitled and to identify and address patterns of absence. We encourage all parents to 'perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.'

We believe we conform with current legal regulations that govern the admissions and attendances registers that we must keep. We fully understand that an admission register must be kept by law and includes the 'personal details of every pupil in the school, the date of admission or re-admission, information regarding parents/carers and details of the school attended'; and that pupil attendance must be recorded.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

Responsibility

The parties responsible for upholding this policy are the

- Headteacher, who will ensure that procedures are followed.
- Teaching and Admin staff members who will adhere to these procedures and report any issues to the Head Teacher.

Head teacher:

- ensure that the Admissions Register and Attendance Registers are kept up to date and comply with all regulations;

- will ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- lead the development of this policy throughout the school;
- work closely with all staff to ensure the procedures are followed
- ensure that all admissions are recorded and that the attendance system is kept up to date

Admin Staff:

To follow up all absences to:

- ascertain the reason;
 - ensure the pupil is safe;
 - identify if authorised or not;
 - ascertain the correct code to use
 - report any concerns to head teacher.
- provide guidance and support to all staff;
 - provide training for all staff on induction and when the need arises;
 - keep up to date with new developments and resources;

Attendance Monitoring Procedure

Admin staff will:

- monitor pupil attendance and make contact with parents if the school has not been informed of their child's absence;
- implement this policy with the Head Teacher;
- ensuring the following procedure is carried out each day:
 - Registers collected by 9.30am once registration has been completed;
 - Monitor registers;
 - Listen to absence calls and emails from parents
 - Follow up all pupil absence with no explanation
 - Contact parents/carers if they have not reported their child's absence by 10.00am;
 - If unable to make contact with parents/carers then call everyone on the contact list;
 - Leave voicemail and text messages in all cases;
 - Use school intelligence to establish any information about the unexplained absence;
 - If still no contact with the parents/carers then repeat the calls;
 - Contact the Head Teacher if a child is on the child protection register and no reason has been given for the child's absence;
 - If still no contact then send appropriate school personnel to the family home;
 - If no contact has been made even after visiting the family home of an absent pupil then inform children's services / the police;

- Continue to contact the parents/carers throughout the day until contact is made;
 - Inform the Headteacher and the Designated Safeguarding Lead of the situation.
 - Keep a log of all actions and if necessary notify MyConcern (inhouse Safeguarding Software)
- keeping an up to date list of at least three emergency contact phone numbers for different adults associated with each pupil;
 - monitoring individual and class attendance on a daily basis;
 - keeping the Head informed of attendance figures and trends;
 - organising meetings between the Headteacher and parents to discuss their child's poor attendance;
 - organising meetings between the Headteacher and parents to discuss their application for a term time holiday;
 - ensuring registers are kept up to date.

Associated documentation

Equality P & P

Data Protection

Child Protection P & P

Staff Handbook

School Attendance – Guidance 2019

School attendance parental responsibility measures - Statutory guidance

Related Documents

Registers held in each classroom in Grab Bag

Log of attendance on Montessori Compass

Class lists on school database

Children's records held in classroom folder and office filing cabinet.

Waiting list on database and forms in New Starters Folder in filing cabinet.

Child leaving the school - Exit Procedure

One term's notice is required as per our Terms and Conditions which parents sign on admission.

Exit letter sent to parents requesting new school details, copy with this policy and procedure and also on one drive in P & Ps.

Transfer information is then completed by teaching staff in conjunction with the Admin Team.

If the child has SEN requirements then the SENCo would provide transfer information to the admin team to add to school report etc., for new school.

If there are concerns regarding the child the DSL will liaise directly with the new school and transfer any necessary documentation in a sealed envelope addressed to the DSL at the new school marked confidential.