

## REGISTRATION OF STUDENTS POLICY

### Ely College

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<b>Applicable To:</b>	CMAT-ECA
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# ELY COLLEGE

## REGISTRATION OF STUDENTS POLICY

### **Introduction**

This policy provides a framework and guidance for staff and parents/carers to encourage students to attend the school regularly so that they can take full advantage of the educational opportunities available. This policy is available to everyone in the school community via the website and on request. This policy can be made available in large print or other accessible format if required.

Consideration has been given to workload impact.

### **Relationship to other policies**

The policy should be read in conjunction with the policies on admissions, school session times, and current guidance produced by the school for staff on the registration of students. The home/school agreement is also pertinent.

### **Statutory requirements**

The school will ensure that we meet the requirements of The Education (Student Registration) (England) Regulations (2006) as amended as well as the latest Government guidance.

### **Procedure:**

#### **The Admissions Register**

We maintain an Admissions Register which records valuable information about students at the school including emergency contact details. The details that must be recorded in the Admissions Register are outlined below. This does not include details about the student's attendance, or the subjects that they are studying or other student information.

#### **Students' information**

The School records the details of every student at the school in the Admissions Register. This includes students who are attending the school on a temporary basis.

#### **The Register must include the following information for every student:**

- a. The student's full name;
- b. The student's gender;
- c. The student's date of birth;
- d. The date the student was admitted to the school; and
  
- e. The name of the school the student last attended.

# ELY COLLEGE

## REGISTRATION OF STUDENTS POLICY

In addition to the above information the school will also record the following for each student:

- a. The name and address of every parent/carer and carer of the student that is known to the school;
- b. Which of these parents/carers and carers the student normally lives with; and
- c. Emergency contact details of the parents/carers and carers.

The school will also keep additional information about parents/carers which will ease communications with them. For example, it is useful to know that parents/carers have a hearing impairment which prevents them using a telephone or record emails addresses.

It is vital that our register is kept up to date and stored securely, particularly the emergency contact details. The school will encourage parents/carers to inform them of any changes whenever they occur.

### **Attendance**

We recognise that there is a strong statistical link between attendance and attainment. We believe that high attendance levels tend to have high levels of attainment but those with low attendance levels tend to have low attainment levels. The Attendance Register is therefore an important tool in our work to drive up standards and students' attainment.

Our aim is to prevent all unnecessary absence and, where the absence is unavoidable, to help students catch up the work that they have missed. We have an important role in identifying students who might need additional support or who have poor attendance records. In many cases they can address the issues before they become serious but there will be cases when they will need the support of other agencies such as the local education welfare service.

We take the Attendance Register at the start of each morning session, during each afternoon session that we are open and also during every lesson of the school day. On each occasion staff must record whether every student was: a) present; and b) absent. The Attendance Officer inputs all other codes.

The Attendance Officer must also record whether the absence of a compulsory school age student was authorised or not. The only personal information in the Attendance Register about students is their name. We will not take students off the Attendance Register unless they are removed from the admissions register at the same time.

Section 7 of the Education Act 1996 places upon parents/carers a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.

# ELY COLLEGE

## REGISTRATION OF STUDENTS POLICY

Where a child is a registered student at a school and the parent/carer fails to ensure that child's regular attendance at school the parent/carer is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

### **Roles and responsibilities of Principal, other staff and Academy Council**

#### **The Principal will ensure that:**

- Students are registered accurately and efficiently;
- Attendance targets are set for individual students, classes and year groups;
- parents/carers are contacted when reasons for absence are unknown or unauthorised;
- student attendance and lateness are monitored regularly;
- school attendance statistics are reported to the Academy Council; and
- students absent for long periods because of ill-health receive appropriate learning support.

#### **All teachers are expected to:**

- register students accurately and efficiently;
- report student attendance and lateness daily; and
- encourage students to attend the school regularly and inform colleagues if there is a problem that may lead to absences.

#### **Students will be encouraged to:**

- inform staff if there is a problem that may lead to absences;
- attend school regularly and on time;
- be fully prepared for the school day with correct equipment etc; and
- to inform group tutor, attendance coordinator or any other member of staff of any problems which may prevent them from attending school.

#### **Parent/carers will be asked to:**

- ensure the child attends school regularly;
- inform the school on the first day of non-attendance;
- discuss planned absences with the school in advance;
- ensure their son/daughter arrives at school well prepared for the school day with correct equipment and homework completed; and
- contact appropriate member of staff to discuss any problem that may prevent the son/daughter attending school.

# ELY COLLEGE

## REGISTRATION OF STUDENTS POLICY

Whilst we recognise that there is no legal requirement for parents/carers to provide written confirmation of the reasons for their child's absence, it is accepted practice that they will do so.

### **The Attendance Officer will be asked to:**

- collate and investigate attendance data for all year groups: to be shared with relevant staff;
- organise reward system for good attendance;
- initiate contact with parents/carers in case of prolonged or unexplained absences; liaise and refer to EWS as appropriate;
- produce records of meetings;
- organise arrangements for re-integration;
- initiate letters to parents/carers where level is causing concern (usually below 90%) – a leaflet for parents/carers will be included;
- meet with students where attendance or punctuality are a concern;
- represent the school on Academy Council Attendance and Behaviour Panels;
- keep records;
- liaise with Education Welfare Service and House teams on a weekly basis and initiate appropriate action; and
- maintain an easily accessible book for students to record late arrival and signing out

### **The Senior Tutors will be asked to:**

- oversee the registration process ensuring that it is orderly and that registers are completed accurately and on time;
- re-enforce good practice at meeting with tutors;
- attend regular meetings with Attendance Co-ordinator, EWS and Vice Principal;
- oversee and should be fully aware of all matters re attendance; and
- in conjunction with tutors, impose appropriate sanction for unacceptable non-attendance and lateness.

### **The Academy Council will:**

- ensure that the policy and practice is regularly monitored.

### **Arrangements for monitoring and evaluation**

The Principal will, on a termly basis, provide data on student attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The Principal and the Academy Council will evaluate the data and decide what, if any, further action is required.