

OLDHAM HULME GRAMMAR SCHOOL

PUPIL ATTENDANCE

This policy is applicable from EYFS through to year 13

Principles

The school is committed to a positive policy of encouraging pupils to attend regularly and reduce absence. The school will work with parents and pupils to secure this aim and address patterns of absence. The policy recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

To ensure that all pupils have access to full time education to which they are entitled.

One of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community;
- Raise our pupils' awareness of the importance of good attendance and punctuality;
- Provide support, advice and guidelines to parents, pupils and staff.

School will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance: [Keeping children safe in education 2022 - GOV.UK](#)

Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

The school will do all it can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition. [Supporting pupils with medical conditions at school - GOV.UK](#) and [Education for children with health needs who cannot attend school](#)

Children who are absent from school or missing from school for sustained periods of time must be monitored and staff must be proactive in following up absence. Safeguarding risks increase substantially for those absent from education. Staff monitoring attendance should work closely with the DSL.

Taking the Register

Pupils of compulsory school age must have their attendance registered twice per day. It is the practice of the school to register all pupils. In the senior and junior schools this is done electronically using the Schoolbase system.

The register must be updated twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the pupils who should attend each lesson do so.

The register must record whether the pupil is present, absent, or attending an approved educational activity or medical appointment.

An 'approved educational activity' is defined as:

- one taking place off the school premises;
- approved by a person authorised by the governing body or the Principal;
- supervised by a person approved by the governing body or Principal;

- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
- attending an approved sporting activity:

When a pupil of compulsory school age is absent the register must be marked as an 'authorised' or 'unauthorised' absence.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with the school Medical Officer and a parent. If the Medical Officer is unavailable, an appropriately authorised member of school staff will contact parents. In such circumstances, the pupil must be collected from the reception by a parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

In the Prep the appropriate staff will communicate directly with parents and make arrangements for the child to be collected. Children in these sections will also be signed out.

Religious Observance

School acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise absence exclusively set apart for religious observance by the religious body to which the parent belongs.

Exclusions

If a pupil is excluded, this will be recorded as an Exclusion in the register. The school will follow the guidelines as laid out in the Exclusions Policy

Reporting to Parents

There will also be a written report on attendance annually in the pupil's end of year school report.

Responsibilities

Ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Principal will:

- ensure that strategies are in place to promote and implement the attendance policy throughout the school.

The Head of Senior School, Deputy Principal (Pastoral), Head of Sixth Form and the Head of Prep will:

- oversee the attendance arrangements;
- liaise with the appropriate secretarial staff in order to monitor pupil absence;
- make regular checks on the reasons for absence;
- ensure that unaccounted for absences are followed up;
- deal with issues of inadequate registering;
- arrange appropriate training for staff;
- keep the Principal informed of the progress of the policy; and
- advise the Principal on any strategies that could be initiated or improved.

Heads of year and the Head of Sixth Form will:

- ensure that all registers are completed;
- make regular checks on the efficiency of the registering;
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over pupil absences where appropriate;
- make reports to the Senior Leadership Team on the efficiency of the system; and
- liaise with the Head of Senior School over training needs.

Form tutors will:

- ensure that pupils are registered accurately;
- ensure that pupils bring absence notes or that parents send emails explaining absence;

- follow up cases of unaccounted for absence or unacceptable notes. Any notes or emails relating to absence should be sent to reception on a daily basis;
- keep the Head of year, Head of Prep or Head of Sixth Form informed of any signs of suspected truancy; and
- inform the Head of year, Head Prep or Head of Sixth Form of any possible underlying problems which might account for absences.

Classroom teachers will:

- check the attendance of pupils at their lessons; and
- inform the (Head of year, Head of Prep and Form Tutor) of the names of pupils who are absent without notification.

Pupils are required to:

- attend regularly unless they are ill or have an authorised absence
- discuss with the tutor any planned absences well in advance (eg a visit to relatives abroad)

Parents are expected to:

- inform the school of their child's absence on the first day of non-attendance;
- make any request for leave of absence to the Head of Prep or Head of senior School.

First Day of Absence Response

Receptionists in the Senior School, Administration Assistant in KS2 and Nursery and Infants Administrator for KS1 and EY will:

- check the completion of registers after each registration;
- ensure pupils are not in school before contacting home;
- check the signing out books;
- contact home to account for any absence if not already received;
- note the reason for absence in the register.
- notify Form Tutors or Heads of Year if they are concerned about the reason for absence

In the event of prolonged absences:

- Form Tutors, Heads of Year, Deputy Principal (Pastoral) or Head of Prep or Head of Senior School will monitor the situation and will contact parents if a pupil is regularly absent or late to school.
- if a pupil is absent for longer than 10 days, or fails to attend school regularly, and there has not been sufficient explanation from parent or guardian then the Local Education Authority will be informed.
- if a pupil's attendance falls below 90% in a term, or there is a pattern of absence, this will be investigated by the Deputy Principal (Pastoral) or Head of Prep.
- The Head of Senior School, Head of Prep will notify the local authority when a pupil is deleted from the admission register on the following grounds: the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

Pupil Attendance policy reviewed: June 2023

Next Review Due: June 2025

Appendix 1 - Marking scheme

REGISTRATION PROCEDURES and TRUANCY

1. All registers must be marked using the schoolbase registration system. If the system is unavailable then registers must be marked by hand on a separate form list and the list must be handed in to the school reception.
2. If a pupil is present, enter an oblique stroke, with a stroke in the reverse direction for the afternoon session.
3. If a pupil is not present, record N. Similarly in the afternoon.
4. Pupils should not be marked present on hearsay or by anyone other than a member of staff.
5. If a pupil arrives after 8.50am or 1.40pm he/she must sign in at reception. If this is prior to 10.30am or 1.50pm the receptionists will mark him/her as L in the register and that will then count as an attendance. If a boy/girl arrives after these times they will remain marked in the register as absent for that session and a letter of explanation is required.
6. The following symbols should be used to denote authorised absence i.e. absence with permission.

Any of the above should replace the zero immediately when information about the nature of the absence has been received, either by letter, email or a telephone message.

H	Agreed Family Holiday
I	Any illness
M	Any type of medical /dental appointment
U	Arrived in school after registration
C	Leave of absence authorised by the school
D	Dual Registration
E	Excluded but no alternative provision made
V	Educational visit or activity including residential
T	Gypsy, Roma & Traveller absence
G	Holiday unauthorised
B	Internal Educational visit or activity
J	Interview or university open day
L	Late
N	No reason yet for absence
P	Participating in a supervised sporting activity
PT	Part Time (Nursery)

/	Present at registration
Z	Pupils not on the admission register
R	Religious observance
#	School closed for Holiday
Y	School closed to pupil
S	Study leave
O	Unauthorised absence
W	Work Experience

7. Unauthorised absences should be entered as a zero . These include:

- * where absence, eg for holiday, exceeds that requested and granted
- * where leave of absence is not requested prior to a holiday
- * shopping
- * looking after younger brothers and sisters, except in an emergency
- * truancy.

The correct keeping of registers for all pupils is a legal requirement