

# Register of Admissions and Attendance Policy

Version 1.2

Review by People Committee:	November 2023
Adopted by Governing Body:	March 2024
Review Cycle:	Live Document
Next Review Date:	As and when appropriate

---

Reviewer:	L. Coffill
Governor Link:	S. Gates

# REGISTER OF ADMISSIONS AND ATTENDANCE POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

---

## A. Statement of Principle

East Barnet School places a high priority on achieving excellent levels of attendance and punctuality enabling all students to achieve their maximum potential by taking full advantage of the educational opportunities available to them. There is a proven link between high student attendance and academic success; irregular attendance can lead to educational disadvantage and place children at risk of underachievement or low attainment and progress. Therefore, it is essential that East Barnet School, parents/carers and students consistently work together in order to achieve this.

## B. Requirements

School attendance is a legal requirement and the information laid out in this policy is in line with the 2013 Department for Education expectations as well as subject to requirements contained in The Education Act 1996. This policy also works in conjunction with the local authority admissions information.

***The school has a duty to maintain two registers, an admissions register and an attendance register.***

## C. Admissions Register

East Barnet School will ensure that:

1. Every pupil at the school is included on the admission register as well as the attendance register. Even one session of attendance requires a child to be on both registers (unless they are on a temporary visit from abroad or on an educational visit).
2. There are no trial admissions. (Managed Move students or those under 'directed education' will be placed on dual roll until their place is confirmed- see behaviour policy.)
3. The admission register contains an index in alphabetical order and the following information:
  - the pupil's full name
  - the pupil's gender

- the name and address of every person known to be a parent of the pupil (this should include those with parental responsibility who live at a different address). These people are entitled to have access to pupil records, receive reports, vote in Governing Body elections etc.
- the day, month and year of the pupil's birth
- the day, month and year of the pupil's admission or re-admission to the school
- the name and address of any previous school attended by the pupil

For the removal from the admissions register, East Barnet School will ensure that the name of a pupil is only deleted from the attendance register when that pupil's name has been deleted from the admission register.

Circumstances in which a pupil should be deleted from the admission register are as follows:

- when the pupil has been registered at another school. This may not take place until registration at the new school has taken place and must not occur because of a parent merely expressing an intention. We require confirmation from the new school, once the student has started.
- when the pupil has attained statutory school leaving age and ceases to attend.
- when a pupil has ceased to attend the school and the school has received written notification from the parent that the pupil is receiving education otherwise than at the school.
- when a pupil has ceased to attend and is no longer ordinarily resident within a reasonable distance from the school, the pupil's name may be deleted following a decision by the Local Authority. It must be established that the pupil has moved away.
- when a pupil has been continuously absent for four weeks or more and both the school and the Local Authority have failed to locate the pupil at their last known address.
- when a pupil who has been granted extended leave of absence for the purposes of a holiday and fails to return to school within ten days of the expiry of that grant of leave (unless for reasons of sickness or unavoidable cause) the school should seek further

guidance from the Local Authority with a view to deleting the pupil's name from the admissions register.

- a pupil's name may be deleted if it is certified by the Local Authority's School Medical Officer that the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- when a pupil has been continuously absent for not less than four weeks and is detained by a court order.
- when a pupil dies.

East Barnet School will ensure that's a pupil's name will not be deleted from the admission register in the following circumstances:

- to avoid exclusion procedures. (In the case of a permanent exclusion, the pupil remains on the roll of the school until the appeals period has elapsed and no appeal has been made; or the parent has stated in writing that no appeal will be made; or an appeal made within the time limit has been determined and the exclusion decision upheld)
- Is a Children of Traveller Families – it is the duty of the Local Authority to ensure that children of statutory school age receive a suitable full-time education extends to all children residing in their area, whether permanent or temporary. The duty therefore embraces Traveller children including Gypsies.
- Children who are more or less permanently resident in the catchment area of a school, only travelling seasonally or occasionally, should not be removed from the admission register when they leave to travel.

East Barnet School will only use a dual registration code where a pupil is registered at a pupil referral unit (or at another alternative provision agreed by the Local Authority, including hospital tuition) or another school as part of a Managed Move direction of education trial. The name of the pupil shall not be removed from the school's admission register without the consent of the Local Authority.

When a pupil of statutory school age has ceased to attend school and moves to an alternative setting, e.g. college they should be removed from the admissions and attendance registers. If it is intended that these pupils are to re-sit examinations without further attendance they should be removed from

the register and entered as external candidates. It is for the school to decide whether to fund the examination entry or to ask parents or pupils to pay re-sit fees.

Pupils may only be retained on the admissions register if they are actually attending re-sit classes at the school.

## D. Attendance Aims of the School

- To maintain a whole school attendance of no less than 96%.
- To promote excellent attendance and reduce absence, particularly persistent and unauthorised absence.
- To work towards excellent attendance for everyone in particular disadvantaged students.
- To monitor patterns and work effectively with the Education Welfare Team and other agencies so that students and families are supported, and attendance improves.
- To promote opportunities to celebrate and reward students for excellent attendance and punctuality.

## E. Attendance Responsibilities of Parents and Carers

Parents (or the person with parental responsibility) are responsible for ensuring that their child attends school regularly and punctually. Section 444 of the Education Act states that: ***'If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school, the parent is guilty of an offence'***. Parents/carers should ensure that their child arrives at school on time, correctly dressed and prepared to learn.

In the event of an illness or late, parents/carers must contact the school each morning by 8.15am via telephone (020 8344 2100 option 1) or email [absence@eastbarnetschool.com](mailto:absence@eastbarnetschool.com) to confirm the reason for their child's absence. If you do not contact the school, we will either phone you to find out why your child is not in school or a text will be generated to your registered mobile phone contact number informing you that your child has failed to attend school. This is a safeguarding procedure to ensure that no harm has come to your child if they have left home and not arrived at school.

Where possible:

- Parents/carers should avoid making non-medical emergency medical/dental appointments for their child during school hours.
- The School should be informed of any future appointments in advance.
- Medical evidence by way of appointment cards or appointment letters should be provided.

## **F. Attendance Responsibility of Staff**

Form time and lesson registers are important legal documents which must be completed carefully and promptly at various times during the school day. All registers will usually be taken electronically on BROMCOM. The school will mark attendance accordingly and follow up any absences.

## **G. Attendance Responsibility of Students**

Students are responsible for making sure that their attendance and punctuality is maintained at the highest level.

- They should attend school and all of their lessons on time, fully equipped and ready to learn.
- Students must follow the correct procedure if arriving late to school after the close of registers.
- Any problems with attendance should be discussed with Form Tutor, Head of Year or Attendance Officer.

## **H. Lateness**

Registration is taken at 8:45am students need to be in school by 8.40am. Poor punctuality is not acceptable; any student who arrives late will receive a late detention unless there are exceptional reasons. All students who arrive between 8:45 and 9:15am are marked with a (L) in the register and receive a lunchtime detention the following day. Students arriving after 9:15am must sign in at the main reception and will be given an unauthorised late (U) which is counted as an absence by law. Parents/Carers will receive a text message to inform them that their child was late to school

Persistent unauthorised lateness will result in a Fixed Penalty Notice being issued by the Local Authority. See Appendix 1.

## **I. Leave**

The Department for Education, in 2013, stated that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. Only the parent/carer whom the child resides with can make an application for Leave of Absence. Requesting Leave of Absence must be done in writing, preferably two weeks in advance of any planned absence, to the Headteacher but will only be considered under exceptional circumstances and the Headteacher will ask for specific appropriate evidence such as medical evidence/evidence of death certificates/flight details and proof of date booked. The circumstances will be considered, and parents/carers will receive a written response. In considering whether to grant a term-time leave, the school will consider:

- The circumstances involved.
- The time and length of the proposed leave
- The student's record of attendance
- Any previous requests for leave of absence.

Cheaper holiday dates, visiting relatives here or abroad and limitations on parents' leave entitlement are not deemed exceptional circumstances. If Leave of Absence is taken without authorisation, it will be recorded as unauthorised. In this event, parents are likely to be subject to a Fixed Penalty Notice which is payable to the Local Authority. A Fixed Penalty Notice can also be issued if a second leave of absence is taken during term time within any 12 month period without the school's authorisation and there are unauthorised absences of at least 1 day.

Each parent will receive a separate Penalty Notice for each child taken out of school, under the Education (Penalty Notices) (England) Regulations 2004. The fine is £60 per parent per child if paid within 21 days of issue, otherwise the penalty notice will be £120 per parent per child. If the notice remains unpaid after the 28th day, the Local Authority will prosecute the parent(s) in the Magistrates' Court.

The school recognises that the death of a family member can be a particularly traumatic event and the school has the discretion to authorise such absences.

## **J. Authorised Absence**

Categories of Authorised Absence from school include:

- Treatment for illness
- If your child is unwell and sent home from school
- Hospital, CAMHS or Orthodontic Appointments supported by appointment letters or cards
- Unavoidable GP or dental appointments supported by cards or slips
- Advance notice of days of religious observance
- A student suspended for a fixed period while remaining on roll with East Barnet School
- Where a student is absent immediately before or after a school holiday medical evidence is required to authorise the absence, without this the Education Welfare Officer will be informed of the absence.

*The school appreciates that pupils and parents can be put in a difficult position where a pupil is displaying symptoms related to non-attendance that may be related to a mental health condition until such time as a formal diagnosis is made. We are aware that at times the wait time for a CAMHS appointment may be quite lengthy. In such circumstances, the school will carefully balance safeguarding duties, and the importance of ensuring that all children who are able to attend school, do so, with the importance of avoiding measures that may exacerbate a mental health condition, albeit undiagnosed.*

## **K. Unauthorised Absence**

Categories of Unauthorised Absence from school include:

- Truancy through the school day
- Parents or carers keeping children off school unnecessarily.



- No reason for absence given
- Students who arrive at school after 9:15am when registration has closed.
- Holidays and day trips in term time.

Any absence requested for an unacceptable reason will be coded as unauthorised. This includes and is not exhaustive:

- Attending an appointment that could be arranged at another time.
- Taking a holiday during term time
- Visiting relatives or staying at home because a parent, carer or sibling is unwell.
- Shopping
- To celebrate birthdays.
- General trips
- Graduation of siblings

## **L. Child Missing Education**

All children, regardless of their circumstances, are entitled to a full-time education, suitable to their age, ability, aptitude, and any special educational needs they may have. A child missing from education is a potential indicator of abuse or neglect. We will be vigilant about monitoring attendance and challenge repeated absence which could be an indicator of abuse or neglect including sexual exploitation, FGM or Forced Marriage. Should a pupil go missing from school the Attendance Officer will inform the Designated Safeguarding Lead and contact the Educational Welfare Officer/Child Missing Education Officer, if they have not returned to school after 10 days of absence. We will inform the local authority of any pupil removed from our roll so that the Local Authority can identify and safeguard children missing from education.

## **M. Off Rolling (Please refer to Admissions Register, Point C of the policy)**

It is illegal for a school to remove a child from its roll for any reason other than those provided in regulations. Schools are required to notify the Local Authority of **all children** removed from the school roll using an **Off-roll Notification Form**. These include:

- Registration at another school – the name of the school and start must be verified before removal.
- Distance – where student have moved to a new home address where distance is deemed unreasonable, and the new address has been provided.
- Medically unfit – evidence must be provided
- Failure to return from a Leave of Absence – student classed as ‘Child Missing from Education’ and local authority advised
- Continually absent for 20 days or more – student classed as Child Missing from Education’ and local authority advised
- Student in Custody for 4 months or more
- Death of child
- Permanent Exclusion
- Elective Home Education – parents/carers put in writing to the school their intention to Home Educate their child/ren, confirming the date this will commence. The school will inform the Local Authority and the Home Tuition team will check the provision.

Where a student refuses to attend or the parent withdraws the student from school, and the absence is ten days or more these students would be subject to intervention from Education Welfare Officers or Targeted Youth Workers, as appropriate. Schools are responsible for ensuring that such action is taken. CME Officers will log these cases and await their resolution by the relevant officer (EWO, TYW or school colleague responsible for attendance).

## **N. Escalation of Attendance Concerns**

The Education Welfare Officer (EWO) is responsible for discharging the Local Education Authority's legal duty to ensure that all registered students of compulsory school age attend school regularly and punctually. If a student fails to attend regularly and attempts made by the school and Education Welfare Officer have failed to ensure a return to regular attendance, then the Education Welfare Officer can take legal action under section 444 of the Education Act 1996.

The Education Welfare Officer (EWO) regularly meet with the Attendance Officer, Heads of Year and Associate Deputy Headteacher to checks absence patterns and organise meetings. The EWO works in partnership with school staff, parents and other agencies in cases of non-attendance and we will endeavour to employ a range of strategies and support; legal action is the final resort.

## **O. Rewards for Attendance**

As part of East Barnet's Schools efforts to promote good attendance, various rewards will be given to students.

- Any student with 100% attendance in a week will be awarded a house point.
- Gold, silver, bronze, certificates are awarded for 100% attendance in each term.
- Students who achieve 100% attendance in a term go into a prize draw.
- Awards for improved attendance.

## **Information regarding Fixed Penalty notices for persistent lateness to school**

**On 26<sup>th</sup> September 2023 it was communicated with parents about the issuing of fixed penalty notices to East Barnet School parents for repeated lateness of their child to school from 30/10/2023.**

A parent is defined by **Section 576 of the Education Act 1996** is any natural parent, person with Parental Responsibility under the **Children Act 1989** or a person with whom the child lives and who looks after the child, irrespective of his or her relationship with the child.

All parents whose children attend a maintained school or academy in Barnet are subject to the rules in respect of penalty notices.

Parents can be issued a maximum of 3 penalty notices each in respect of the same child in any calendar year.

**Each penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, rising to £120 up to the 28<sup>th</sup> day. If the notice remains unpaid the Local Authority prosecutes the parent in the Magistrates' Court for a non-attendance offence under The Education Act 1996, section 444, not for non-payment of the penalty notice. If found guilty, parents have a criminal record, are liable to a fine of up to £1000, and may have to pay costs to the Local Authority.**

On payment of a penalty notice, the parent cannot be pursued legally for the same period of evidence.

As with prosecution in a magistrates' court, penalty notices can only apply to offences relating to a child of statutory school age enrolled at a maintained school, academy school or a Pupil Referral Unit (PRU).

Further information can be found here: [FPN Code of Practice.docx](#)

Penalty notices are used in the following circumstances at the request of the relevant party, as described below:

	Reason	School action	Requesting party
<p><b>Unauthorised lateness to school</b></p> <p>Registration code: <b>U</b></p>	<p>A parent regularly fails to ensure a child is in school before the closure of registers.</p>	<p>Schools must advise parents in writing of the possible imposition of a penalty notice if their child has <b>six</b> unauthorised lates (U) in any <b>four-week period</b>.</p> <p>The request for the penalty notice must contain the original warning letter and the attendance register for the review period with the trigger number of U codes.</p> <p><i>There must be liaison between the school and the Education Welfare Officer where the latter is already involved in casework with the parents to avoid legal confusion.</i></p>	<p>Head Teachers, and those delegated by them.</p> <p>The request form must be completed by the Head Teacher or delegated senior colleague</p>

Morning registration at East Barnet School is from 8:45am until 9:15am (9:35am on a Wednesday). If a child arrives between these times, they are late and receive an L code in the register. If there is no valid reason for the lateness of the child, we have a lunch detention the following day.

If a child arrives after 9:15am then the registration code U is used. The school will monitor children with a U code closely and follow the procedures below to avoid children reaching the threshold for a fixed penalty notice: **six** unauthorised lates (U) in any **four-week period**.

Number of unauthorised lates (U)	School action	Staff involved
1	Text message sent home	Attendance Officer
2	Phone call home	Attendance Officer
3	Letter home	EWO
4	Meeting	HOY and EWO
5	Final Letter home	AHT and EWO
6	Fixed Penalty Notice	Head Teacher or SLT with responsibility of attendance