

ATTENDANCE AND REGISTRATION

This guidance is designed to support agreements on attendance procedures outlined in Section 2 & 3 of this manual, the Partnership and Service Agreements

1. Guidance and Regulations

Under the provisions of the Education Act 1996 (s434) and the Pupil registration Regulations 1995 governing bodies or proprietors of every school must ensure that an attendance register is kept (except where the pupils are boarders).

The records can be kept manually or electronically. If on a computer there must be a print-out at least once per month. At the end of the year the print-outs must be bound into annual volumes.

2. Procedures

The legal regulations on **registration** and **attendance** require institutions educating students (where-ever that might be) to undertake defined duties to safeguard both the safety of young people and to ensure their attendance can be tracked. As attendance records may be used in legal action taken against parents for non-attendance, it is vitally important that such records are kept accurately and diligently.

In the case of students undertaking study or work related learning away from their Learning Base, there is the possibility for error and problems if agreed procedures are not carried out carefully or if communication of attendance data is not ensured.

It may be that, in the not too distant future, electronic transfer of data between participating institutions will make transfer of data both easy and efficient. In the short term however, a number of methods will be necessary depending upon the links between institutions and the equipment available. i.e. fax, telephone, e-mail.

3. Taking the Register

The registers must be updated twice daily at the start of morning and afternoon sessions.

The register must record whether the pupil is:

- present
- absent

When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'un-authorised absence'

or

- **attending an approved educational activity – nature to be specified.**

An 'approved educational activity' is defined as:

- a One taking place off the school premises
- b Approved by a person authorised by the governing body or the Head
- c Supervised by a person authorised by the governing body or the Head
- d 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.
- e Link courses where pupils attend an FE college for part of their education
- f Off-site at another location while remaining on roll and under school supervision (eg sick children being taught at home), or
- g Attending approved sporting activity.

4. Keeping the Register

All entries should be in ink and any corrections must be clearly distinguishable from the original entry. The register must be kept in school for at least three years.

The record can be computerised so long as:

- there is a print out at least once per year
- any corrections are distinguishable

The requirements of the Data Protection Act 1998 apply to the keeping of admission and attendance registers.

References

The above is drawn from *SHA Guidance*.

DfES Guidance: The DfES published *Guidance on the Legal Measures available to Secure Regular School Attendance* (www.dfes.gov.uk/schoolattendance)

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ATTENDANCE AND REGISTRATION CHECKLIST

The following check list is designed to help staff managing students in off-site working to maintain efficient and accurate attendance records.

		Yes	No	Don't know	Action needed
	Learning Base				
1	Designated staff member to ensure accurate register of students is lodged with each Learning Provider.				
2	Designated staff member to be responsible for receiving attendance of all Learning Base students working off-site each session a.m. & p.m.				
3	System to inform parents of student non-attendance at a learning placement as soon as possible after the start of each session.				
4	In the event of a pattern of intermittent or non-attendance arising for individual students: designated attendance staff to inform Manager I/C 14 –19 Education, student to be seen, parent to be informed, if necessary student and parent to be interviewed				

Name: Role: Date:.....

		Yes	No	Don't know	Action needed
	Learning Provider				
5	Member of staff designated to be responsible for informing each Learning Base of attendance of students each session a.m. & p.m. as soon as possible after the class register has been completed				
6	Learning Provider to ensure the register is marked accurately for each session.				
7	In the event of a pattern of intermittent or non-attendance arising for individual students: designated attendance staff to inform Manager I/C14 –19 Education at the Learning Base.				

Name: Role: Date:.....