



# SARUM HALL SCHOOL

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## **POLICY FOR:**

- **ADMISSION REGISTERS**
- **ATTENDANCE REGISTERS**
- **CHILDREN MISSING  
EDUCATION**

<b>Date:</b>	October 2023
<b>Next Review Due:</b>	October 2024
<b>Reviewed by:</b>	Karen Coles

# INTRODUCTION

Sarum Hall School follows the guidelines set out by the DFE regarding admissions registers, attendance registers and children missing education.

- Children missing education – statutory guidance for local authorities (Department for Education):  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)
- Children Missing Education Policy & Procedure (Camden Learning):  
<file:///O:/Office%20Admin/camden%20safeguarding/CME%20Policy%20March%202023-24.pdf>

## ADMISSION REGISTERS

For each pupil, the Sarum Hall School admission register will contain:

- name in full
- sex
- Day, month and year of birth
- name and address of every person known to the school to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- At least two telephone numbers for each child, at which a parent can be contacted in an emergency
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any

The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

Deletions from the admissions register are regulated. Where a pupil's name is to be deleted from the admission register Sarum Hall School will inform our local authority within five days.

Sarum Hall School are obliged to notify the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

## ATTENDANCE REGISTER

At Sarum Hall School we believe that regular attendance is crucial if children are to benefit from their education and achieve their potential. In order for children to have good attendance, measures have been put in place to monitor and address concerns over attendance and absence. Parent' first port of call for day-to-day attendance queries should be the school office – [office@sarumhallschool.co.uk](mailto:office@sarumhallschool.co.uk) / 020 7794 2261.

A register is taken at the start of the school day and once during the afternoon. It will show whether the pupil is:

- Present
- Absent
- Attending an approved educational activity outside school (approved by the 'school' and supervised by a person approved by the school or head, and including work experience or sporting activity)
- Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance)
- Taking authorised absence (granted leave of absence by the school or a person acting on the school's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established)

DfE has a standard set of codes for schools to use in registers, which the school follows (the link to the relevant document can be found at the beginning of this policy).

Sarum Hall School uses iSAMS to take the school registers ensuring that the information is saved to the central school data management system, ensuring that we can monitor the attendance of pupils quickly and address any missing pupils. We follow the national codes used to record attendance and absence in a consistent way. Staff enter the marks to show that pupils are present. Lateness is also recorded.

Morning registers at Sarum Hall School are completed by Form Teachers before assembly (8.35am), and afternoon registers are completed when pupils come back from their lunch playtime (times vary depending on year group). After the registers are complete, the office will follow up with parents and guardians for any unexplained absences.

## **REQUESTS FOR ABSENCE**

Occasionally, parents request leave of absence during term time. Government guidelines, which came into effect on 1st September 2013, prevent Heads from granting any leave of absence during term time, unless there are exceptional circumstances.

Requests should be made in writing to the Headmistress. Evidence of exceptional circumstances should be included as part of the request. Parents will be notified in writing if the absence is authorised or not authorised. If leave is granted then the letter will state the number of days a child is authorised to be absent from school.

In accordance with DfE policy, leave of absence due to religious observance will be authorised. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.

Parents will also be notified in writing if the absence is unauthorised and will be advised that, if the absence is taken, this may lead to a Penalty Notice being issued by the local authority.

## **ATTENDANCE MONITORING**

At Sarum Hall School we aim to support children and their families to achieve good attendance. If parents are concerned about their child's attendance we would encourage them to talk to the School as soon as possible. The School and home can work together to help improve attendance.

We will contact parents if attendance drops below 95%. We will also be in touch if there are trends in a pupil's absence (for example if a pupil is routinely late or absent on a given day).

The Headmistress at Sarum Hall School will report certain attendance issues to the local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, we will report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

## **PUNCTUALITY**

Being on time for school is critical, and is included in our monitoring of every child's attendance.

The school gates open at 8.15am, and registration begins at 8.25am. We will get in touch with parents if a child is persistently late for school.

## **PUPILS WITH MEDICAL CONDITIONS OR SPECIAL EDUCATIONAL NEEDS**

Some pupils face greater barriers to attendance than others. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as any other pupil. We will work closely with parents of these children in order to put additional support in place to ensure the best attendance possible. If necessary, we will work closely with outside agencies, such as medical professionals, to remove barriers.

## **CHILDREN MISSING EDUCATION**

All children, regardless of their circumstances, are entitled to an efficient, full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Sarum Hall School has procedures in place to identify and respond to children who go missing, particularly on repeat occasions. Procedures are followed as detailed in 'Children Missing Education Policy & Procedure' from our local authority which is Camden, a link to which can be found at the beginning of this policy.