

**COGNITA**

**Admissions and Attendance  
Policy**

**September 2023**

## **Admissions, Attendance and Children Missing from Education Policy**

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### **Policy Statement**

The school maintains its Admissions and Attendance Registers in accordance with country Statutory Regulations and Cognita policy. The school adheres to Statutory Guidance when dealing with Children Missing from Education. The school will work in a collaborative way with external agencies.

### **Purpose**

The purpose of this policy is to outline the approach taken to:

- Recording information at the point a student is admitted to the school;
- Recording attendance information daily;
- Recording information at the point a student leaves the school; and

### **Content**

- 1 Admissions
- 2 Attendance

### 1 Admission of Students

- 1.1 For each student, the Admissions Register must contain:
- Name in full;
  - Sex;
  - Name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the student normally lives with and which parents hold parental responsibility as defined by country or court law) – Note: 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 the school that a student will live at another address, in addition or instead; the new address, the full name of the parent with whom the student will normally live with in future and the date from which it is expected the student will normally live there, where it is reasonably practicable for the school to ascertain this information;
  - If a student is living in Guardianship, the details of the Guardian – name, address and telephone number must be recorded. They must also be included as an emergency contact.
  - At least two emergency contact numbers for students with two or more parents, i.e. one per parent or at least two emergency contact numbers for children with single parents (where possible);
  - Day, month and year of birth;
  - Day, month and year of admission or re-admission to the school;
  - Name and address of the school last attended, if any or known; and
  - The name of the destination school by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.
- 1.2 The name of a student 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 student will attend the school.
- 1.3 The school will inform the Safeguarding Manager when a student's name is going to be deleted from the Admissions Register on certain grounds, if they are on the child protection register. In summary, these are:
- When 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; and
  - When the child has been permanently excluded.

***Schools must retain their duty of care and ensure, as far as reasonably possible, that students are engaged in full time education.***

### 2 Attendance

#### 2.1 Introduction

It is important that staff, parents and students are familiar with the content and expectations of this policy. Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind and it is well known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents and the child, beginning from the Early Years.

#### 2.2 The legal framework

- Most country legislation specifies the legal responsibility of parent/carer(s) of statutory school age children to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable for their age, ability, aptitude and any special educational needs; either by regular school attendance or home education.
- Schools should have an Admissions Register and an Attendance Register and place all children on both registers. Failure to do so may be an offence. Early Years schools requires a daily record of the names of the children being cared for on the premises and their hours of attendance.

#### 2.3 Link between attendance and achievement

There is clear evidence of a link between poor attendance at school and low levels of achievement, as well as a strong link between poor mental health, vulnerability, truancy and antisocial behaviour.

#### 2.4 Parent/carer(s) responsibilities

- Encourage regular and punctual attendance, being fully aware of their responsibilities.
- Ensure that the child in their care arrives punctually, prepared for learning.
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately.
- Contact the school on the first day of the child's absence as early as possible and preferably before the start of the school day.
- Avoid making arrangements to remove children from school during term time, when possible.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter.

#### 2.5 School responsibilities

- Promote good attendance and reduce absence, including persistent absence (deemed as attendance below 90%).
- Work to ensure every student has good attendance so he/she can access the education he/she is entitled to.
- Act early to address patterns of absence.
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually.
- Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities.

We achieve this in the following ways:

- Teachers must take a register every morning
- Mark all children not present by the designated time, taking account of absence notes;
- Follow up un-notified first day absence with a telephone call to the parent/carer(s)
- Monitor attendance and tardiness and implement strategies for promoting improved awareness of attendance such as year groups or vulnerable children, as required, including the use of formal letters home;

- Send letters home to families where absence falls below 90% and meet student and carers to establish an improvement plan.
- Report on patterns of attendance at Safeguarding Committee and Governance meeting and to Cognita as required to safeguard and promote the welfare of students;
- Specifically monitor any persistent absence (individual attendance below 90%);
- Make proper use of the Cognita codes to record and monitor attendance and absence in a consistent way which complies with the regulations, including preservation of the entries on both the Admissions and Attendance Registers for a period of three years after it was made;
- Only the Head of School or a member of staff acting on their behalf can authorise absence;
- Close discussion with the Designated Safeguarding Lead (DSL) to identify children causing concern, including interviewing children and parents regarding any unsatisfactory attendance;
- Close liaison with the Designated Safeguarding Lead (DSL) where there are concerns of children being missing from education regularly.
- Implementing any agreed improvement strategies and
- Provide parent/carer(s) with the timings of the school day and the calendar via the school website and any other usual method such as the school newsletter, in advance.
- By raising awareness of the link between attainment and attendance, and discouraging term time holidays, through parent education.

### 2.6 Good attendance

Our school considers good attendance to be that above 96%.

### 2.7 Late arrival

It is essential that, if a student arrives late, they should sign in at the front office so that all systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every student is at all times.

### 2.8 Leaving school early during the day

- Students are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer; or to attend a school visit, an off-site scheduled lesson, or a sporting fixture. (Insert here if there are known legitimate exceptions to this and if off-site for example at break or lunch times, give details of signing out system in school, and how this is monitored by staff, include specific arrangement for sixth form)
- If a student must leave the school during the day for illness or a parent is required to collect them for a medical appointment, they are required to sign out at the School Office. Where there are known medical appointments, parents should notify the school in advance.

### 2.9 Requests for absence from parent/carer(s)

- Schools, not parents, should authorise absence. Requests to the school for granting permission for leave of absence to a student during term time should be made in writing in advance directly to the Head of School. Authorisation of leave of absence will only be given in exceptional circumstances. Authorised leave is unlikely to be granted for the purpose of a family holiday.
- We ask that parents make contact with the school when a child is going to be absent for ill health reasons so the school can keep records updated and, importantly, be kept informed of the student's progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. We expect any absence for illness to be evidenced by a note from the parent/carer(s) as soon as possible.
- An absence is classified as unauthorised if a child is away from school without the permission of the Head of School ( customise as in first point 2.9 ) in advance.

### 2.10 Persistent absentees

Persistent absentees are students with attendance below 90%. The school will contact the parent/carer(s) if their child's attendance approaches this threshold. If attendance does not improve, the school will contact their local statutory authorities in accordance with local authority procedures, where this is possible.

### 2.11 Maintaining records and reporting to the authorities

The school's Attendance Register, kept by means of a computer, should be backed up in the form of an electronic copy at least once a month.

### 2.12 Monitoring and review arrangements

Attendance rates are reported regularly to the Cognita Board. Proprietorial Governors report on student attendance, as well as any patterns or trends of persistent absence from school. Representatives of the Proprietor scrutinise Admissions and Attendance Registers for compliance and safeguarding purpose.

## Admissions, Attendance and Children Missing from Education Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education – Asia – Andy Hancock
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<b>Compliance</b>	
Compliance with	Keeping Children Safe in Education

<b>Audience</b>	
Audience	Headteachers, school staff, parents

<b>Document application</b>	
England	Yes
Wales	No
Spain	No
Asia	Yes, with amendments

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<b>Related documentation</b>	
Related documentation	Safeguarding and Child Protection Policy