



Attendance and Registration Policy

At Dormer House we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for our pupils and we look to parents to support this objective.

In line with statutory regulations the school maintains an admission register and a daily attendance register. Registration takes place in the morning between 8.30 and 8.45 and between 1.30 and 1.40 in the afternoon. All pupils are required to be in school between 8.30 and 8.45 am. Pupils arriving after 8.45 should go to the office for a late mark. The school day begins at 8.30 and ends at 3.30 pm. Staff will take a register for pupils attending their after school clubs and these registers will be used for fire drills after 3.30.

Request for Leave

As a school we are firmly convinced that 'every lesson counts' and as we have such long holidays, it is generally discouraged for any child to have additional holiday in term time. Vital building blocks in a child's education will be missed if he or she is frequently absent. Term dates are published over a year in advance, so that parents can arrange holidays without disrupting their child's education. Requests for pupils to take additional time off school should be made to the Head Teacher by completing a Request for Leave form, giving as much notice as possible. We do not wish to encourage parents to take holidays in school time and therefore, work for holiday periods will not be set.

If a child is unable to attend on any given day, parents are asked to telephone or email the school as early as possible. On request, work can be sent home if a child is unwell for a prolonged period. On return to school, pupils should bring a note signed by a parent/carer on his/her return to school giving a reason for the absence. If we have not heard from a parent or guardian we will always telephone on the first day of an unexplained absence in order to make sure that a child has not suffered an accident.

Requests for absence (i.e. medical or dental appointments, secondary school visits) should be made to the class teacher at least a day in advance, except in an emergency, when parents are asked to telephone the school office before 8.45 am. Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to the Head, where possible, in advance of the proposed absence.

School Closure

If there is ever any reason for school closure, parents will receive a text message and an email. For health and safety reasons, we would not wish to put staff and parents



under the pressure of driving in adverse conditions. Therefore, in the event of very heavy snow it may be necessary to close the school. If the school was to close for

more than one day, work will be emailed to parents by the class teacher. The school also operates a text alert service, which will notify parents of cancellation of clubs etc.

Registration Categories

Register Mark	Description	Statistical Meaning	Physical Meaning
/	Present – am	Present	Present for whole session
\	Present – pm	Present	Present for whole session
B	Educated off site – not dual registration	Authorised educational absence	Out for whole session
C	Other authorised circumstance	Authorised absence	Out for whole session
D	Dual registration – attending another establishment	Authorised educational absence	Out for whole session
E	Excluded – no alternative provision made	Authorised absence	Out for whole session
G	Family holiday (not agreed) – or days in excess of agreement	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness - not medical/dental appointment	Authorised absence	Out for whole session
J	Interview	Authorised absence	Out for whole session
L	Late (after registration has closed)	Absent at registration	Present for part of session
M	Medical/Dental appointment	Authorised	Out for



		absence	whole session
N	No reason yet provided for absence	Unauthorised absence	Out for whole session
P	School approved/supervised Sporting Activity	Authorised absence	Out for whole session
V	Educational visit or trip	Authorised absence	Off site for whole session
R	Religious Observance	Authorised absence	Out for whole session
T	Gypsy, Roma or Traveller Absence	Authorised absence	Out for whole session
O	Absent from school without authorisation	Unauthorised absence	Out for whole session
X	Not required to be in school - (for non-compulsory school age children)	Authorised Absence	Out for whole session
Y	Unable to attend for exceptional circumstances (School closure, local / national emergency)	Authorised absence	Out for whole session

Gloucestershire Entitlement and Inclusion Team

Local authorities have a legal responsibility, under The Education (Pupil Registration) (England) Regulations 2006, to identify children of compulsory school age who are not in education. We may therefore receive an enquiry about whether we are educating a specific child. We are also required to alert the local authority after a pupil of compulsory school age has been absent without authority for 10 consecutive days, or fails to attend school regularly, or is removed from the school roll without his or her next school being known.

The Education Entitlement and Inclusion team collects county-wide data about consecutive 10 plus day unauthorised absence and can advise our attendance officer on specific cases if required. The school attendance officer will inform the Gloucestershire Education Entitlement and Inclusion team by email at admin.entitlement&inclusion@gloucestershire.gov.uk, providing the name of the child, date of birth, dates of absence, the absence code used, the reason for the absence and whether further advice and guidance about the specific case is needed. The school must also refer to this authority if legal proceedings regarding attendance are required.



**DORMER
HOUSE
SCHOOL**

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

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Signed

Review Date: