Attendance and Registration Policy

Introduction

This Policy applies to the Junior School, including pupils in the EYFS and is informed by the document "Working together to Improve School Attendance, August 2024". A separate policy exists for the Senior School.

This policy should be read in conjunction with the Emergency Plan and the CME Policy.

The welfare of all the children at Bootham Junior School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised for the whole time that he or she is in our care.

Registration

The register is taken twice a day, between 8.30 and 8.40am and again between 1.20 and 1.30pm. Attendance is recorded electronically on the school's MIS (iSAMS). A pupil will be marked as absent in the electronic register if he/she is not present at registration. If the reason is known this will be recorded in the register using the appropriate symbol. Please see appendix 1 for the list of symbols we use.

If a pupil is absent at the beginning of the day and no reason is known the school office will contact the child's parents.

The School Office (Attendance) will follow up any registers not completed, and check the sign-in sheet at reception.

The School Office (Attendance) will contact home as soon as possible if a pupil is absent and no notification has been received from parents.

If a pupil is still not accounted for the Head of Junior School will be informed immediately and will decide on a course of action.

A daily and weekly 'mop up' of the registers will be conducted to identify any anomalies over the day/week that need to be rectified/followed up on.

Notification of Absence

Illness
Parents are asked to email junior@boothamschool.com or call 01904 655021 to notify school of absence due to illness. In the event of continuing illness, unless otherwise agreed should be notified each day of the absence.

Medical Appointments
Parents are asked to email junior@boothamschool.com or call 01904 655021 in advance to notify school of all medical appointments.

Requests for Authorised Absences
Parents are asked to email junior@boothamschool.com in advance to request authorised absences, allowing sufficient time before the event for the request to be dealt with. These will be forwarded to the Head of Junior School to be reviewed.

Given the generous length of our school holidays, it is not expected that parents will need to make requests for absences due to additional holiday time. Requests for additional holidays are unlikely to be authorised unless there are exceptional circumstances. Teachers will not be asked to provide work for students taking holidays during term time.

Reporting

The School Office (Attendance) will provide the Head with weekly report for pupils whose attendance falls below 90%.

The School Office (Attendance) may be asked to provide 'ad hoc' reports on individual pupils' attendance or punctuality by the the Head of Junior School, the Deputy Head, or a class teacher.

Senior Leadership Attendance Champion

In accordance with the 'Working together to improve school attendance' guidance, the designated Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures. The Attendance Champion:

- Sets a clear vision for improving and maintaining good attendance
- Establishes and maintains effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school
- Monitors and evaluates attendance records, identifying trends and any subsequent actions required
- Monitors the efficacy of the school's strategies and processes with regard to attendance
- Ensures all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need
- Liaises with the designated Governor for monitoring attendance to ensure appropriate levels of oversight provided for attendance procedures

Attendance/Punctuality Concerns

Concerns regarding a pupil's attendance or punctuality should be raised with the Deputy Head (Pastoral) in the first instance. They will make an initial judgment as to the level of the concern. They will decide how best to address the issue, ie, speaking to parents or guardians, involving the Head, or DSL, or implementing attendance monitoring.

Absence during the school day

If a child is found to be missing from school, the following checks will be made:

- Take a register in order to ensure that all the other children are present.
- Inform all class teachers and support staff.

- Ask all relevant adults and children to tell us when they last remember seeing the child.
- Undertake a local search, including the child's classroom, library and IT room. In the case of an EYFS child, check inside and out of the classroom, including all spaces, cupboards, washrooms where a small child might hide.
- Check the doors and gates for signs of entry/exit.

If the child is still missing, the following steps will be taken:

• Inform the Headteacher or, in case of the Headteacher's absence, the Deputy Head.

• The Headteacher will contact the child's parents and explain what has happened, and what actions have been taken.

• The Headteacher will decide when to notify the Police. This will normally be done with the knowledge of the child's parent(s), but the Headteacher will not delay notifying the Police if the parent(s) cannot be reached.

• The Headteacher will arrange for staff to conduct an additional search of the school premises, including the grounds.

• If the child's home is within walking distance, a member of staff will set out on foot following a likely route.

• The Deputy Head, Pastoral of the Senior School will be informed.

If the search is ongoing after one hour, or earlier if recommended by Police, then:

- The designated safeguarding lead will inform the Multi Agency Safeguarding Hub (MASH) via 01904 551900
- The Clerk of Governors (Chair) will be informed
- Ofsted will be informed if the child is in the Nursery or Reception classes.

School Trips and Outings

If a child is found to be missing whilst on an outing then:

- An immediate register will be taken
- An adult will search the immediate vicinity
- The trip venue's procedures will be followed
- The Headteacher, or Deputy Head if the Headteacher is absent, will be notified and asked to contact the child's parents
- The trip organiser, having contacted the Head, will contact the Police
- The remaining children will be taken back to school
- The trip organiser will remain at the venue to meet with police, venue staff, child's parents and follow directions of the police. The Headteacher or Deputy Head will attend if possible.
- The Headteacher will inform York MASH if the child is not located within a reasonable length of time (normally one hour).
- The Deputy Head, Pastoral of the Senior School and the Clerk of Governors will be informed
- Ofsted will be informed if the child is in Nursery or Reception.

Child Not Collected From School
If a child is not collected they attend our After School Care until this facility closes. If the child has then still not been collected, the school will call the contact numbers for the child's parent or carers. If there is no answer, the staff will begin to call the emergency numbers for the child.
During this time, the child will be safely looked after in school.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a reasonable period of time the Headteacher will contact York MASH

This procedure is also followed if a child is not collected within 15 minutes of any specifically agreed collection time e.g. after an event.

After School Care and Missing Children
To prevent a child going missing all children are checked in on the register at the start of Before and After School Care. Children are signed out of After School Care on collection.
Children are supervised at all times.

If a child is noted to be missing from the site then the procedures set out above for Absence During the School Day will be followed. If it has become dark then the safety of both staff and the missing child must be taken into consideration and procedures adapted accordingly.

Known Absence
If a child insists on leaving the premises with the knowledge of staff and cannot be persuaded by them to stay in school, parents and the Head teacher will be contacted immediately. If appropriate, a member of staff with a mobile phone will follow and observe where the child is going.

Children missing from education
The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Where a child leaves Bootham Junior School and the destination school is unknown the procedures set out in the CYSCP document '*Children Missing Education, Guidance for Schools and the Local Authority*' will be followed.

Date of last review: November 2024
Person responsible: Head of BJS
Approval group: Leadership Meeting
Date of next review: November 2027

Appendix 1

N – No Reason Yet Provided for Absence
O – Unauthorised Absence
R – Religious Observance
H – Family Holiday (Agreed)
E – Excluded
W – Work Experience
V – Educational Visit or Trip
I – Illness
P – Approved Sporting Activity
M – Medical/ Dental Appointments
J – Interview
G – Family Holiday (NOT Agreed)
B – Educated Off Site
X – Non-Compulsory School Aged Absence
C – Other Authorised Circumstances
D – Dual Registration
T – Traveller Absence
Y – Enforced Closure
Z – Pupil Not Yet on Roll
A - Exam