



# *Barrowby Church of England Primary School*

## **Attendance Registers Policy**

### **1. Introduction**

Registers are a legal document and must be completed fully and accurately every school session. An entry must be made for each child, and any unexplained absence followed up.

### **2. Completion of Registers**

- Registers must be completed in the morning by 9.10am.
- Registers must be completed in the afternoon by 1.25pm.

### **3. Absence**

3.1 Reasons for absence must be entered in each case.

3.2 Where a 'Request for Absence' form has been completed by a parent and reviewed by the headteacher, the code, recorded in the front of the register on the 'Request For Absence' form, must be used.

3.3 Parents may report an absence by:

- telephone
- letter
- email
- Arbor.

3.4 Where a message has been received via telephone, email, or ParentmailPMX a note will be placed in the register.

3.5 If the reason for absence has not been confirmed the office staff will:

- contact parents to ascertain the reasons for any absence.
- if a child is absent without a reason being provided and the office staff are unable to make contact with parents, school staff may carry out a welfare visit to the home address, on the same day.

3.6 Expected absences must not be marked in advance.

### **4. Late arrival**

4.1 Children who arrive after 9.05am, but before the registers are closed at 9.10am must be marked as late. Children who arrive after the register has closed are marked as an unauthorised absence. Children that have been identified as persistently late across a term will receive a letter from the Headteacher to discuss and consider the reasons for the lateness to provide support for children and parents facing difficulties.

### **5. Fire Safety procedures**

5.1 Registers must be completed by 9.10am and 1.25pm. This is part of our Fire Safety procedure.

**6. Attendance Register Policy Review**

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025

Next review: September 2028