



Lunsford Primary School – Register of Pupil Attendance

Policy: **Register of Pupil Attendance**

Reviewed by **Gary Anscombe**

Date reviewed: **September 2025**

Date approved at FGB

Date to be reviewed: **September 2028**

Review period for this policy: **3 years**

This policy should be read in conjunction with the Pupil Attendance Policy and GDPR Policy

Register of Pupil Attendance

Contents of Attendance Register

Lunsford School must take the attendance register at the start of the first session of each school day and on return to class after lunch. On each occasion teachers will record whether a pupil is absent or present on the register that is provided on the Arbor web based application. At 9.30am and 1.45pm the office review the register and update, using DfE recommended codes, whether each pupil is

- Present
- Absent (Illness , approved absence. Medical appointment etc.)
- Late (details of the amount of minutes late and reasons why are recorded)
- School is closed (bad weather, unsafe environment)

The Office Manager / Administration Assistant will follow up any absences where no reason has been provided, by text message and then followed up by a phone call to the parents who have not provided a reason, according to the guidance in the Lunsford Attendance Policy to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Ensure the correct DfE code is entered against the child's name

(Please see Non-Attendance Protocol below)

As outlined in The Lunsford Attendance Policy the school will inform the Local Authority of any:

- Pupils who HAVE or WILL BE recorded with Code (I) for 15 days consecutively or cumulatively because of sickness/illness.
- Pupils who have been ABSENT for a continuous or intermittent period of ten school days and been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Non - Attendance Protocol

In line with our Attendance Policy it is the parent's responsibility to contact the school.

If no contact with school regarding first day of pupil's absence the following protocol will apply:

- Text message to be sent to parents
- First Day contact calling – engagement with parents to discuss why child is absent.
- If no reply then alert SLT via CPOMS.
- Second day protocol: if no engagement via parents follow procedure for Day 1 and FLO to try to contact parents. Alert SLT via CPOMS

SLT will review with Attendance Manager as to protocol for calling other contacts in list and procedure for day 3.

- Third day – Office to ring home after registration. FLO to attempt contact in morning. Home visit with 2 members of staff.
- Contact Front Door for further advice.