



Registration, Absence and Dismissal Procedures

Ashlands Primary School

The school's attendance champion is Donna Russell (Headteacher)

Registration

Ashlands Primary School opens the gates at **8.45am** each morning.

The school bell rings 8.55am. The children line up outside their classroom and the teacher welcomes them in to start the school day.

The attendance and dinner registers are taken at 9.00am and the children start their lessons.

The register for the afternoon session will be taken at 12.45 in Early Years and 13.00 in the rest of school.

Getting to school at the right time

Punctual arrival at school is expected. External doors are locked promptly at **9am** to ensure children's safety and for security reasons. The school gates are locked at 9.10am

If your child arrives late (L), parents or carers will need to report to the school office where you will be required to record the reason for your child's lateness.

Attendance registers close at **9:10am**. Pupils will receive a mark of absence (U) if they do not attend school before this time and the number of minutes and reason are recorded.

Frequent lateness:

is disruptive to learning, both for the child concerned and the class
is disruptive to the efficient day to day running of the school
will result in concerns around unauthorised absence and may provide grounds for the issue of a Penalty Notice or ultimately to prosecution

5 minutes late every day	3 days lost
15 minutes late every day	10 days lost
30 minutes late every day	19 days lost

Absence procedures

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unexpected absence by **8:50am** or as soon as practically possible by calling the school office 01943 609050 or by emailing office@ashlands.mlt.co.uk

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If the school has been unable to make contact and a pupil does not attend school, it is the school's duty to find out why. A home visit may be conducted to ensure that we comply with our duty of care procedures.

Illness (I)

We will mark absence due to illness as authorised. Whilst we will not ask for medical evidence unnecessarily, the school may ask the pupil's parent/carer to provide evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Poor attendance

Pupil attendance is routinely shared with the Department for Education (DfE). In the case of Persistent Absence (below 90%), arrangements will be made for parents to speak to the attendance champion. The school will inform the LA of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85 percent, the attendance champion will be informed, and a formal meeting will be arranged with the pupil's parent.

Please see more information about the attendance intervention model in **Appendix 1**.

Penalty Notices

Under the national rules set by the government (Working Together to Improve Attendance, 2024), all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

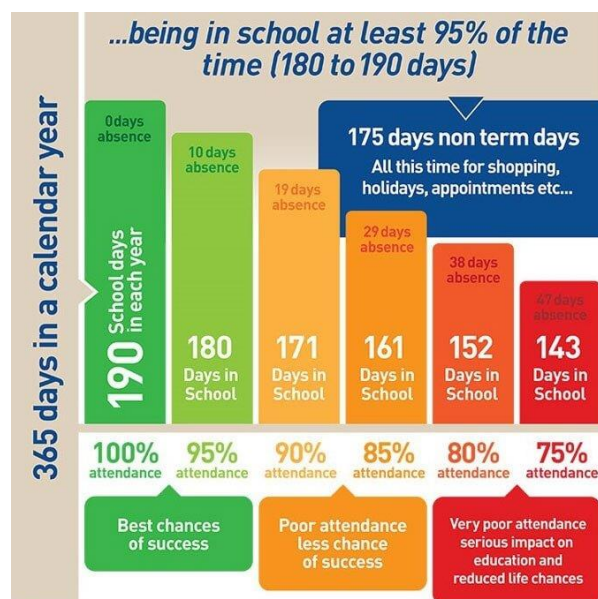
Fines per parent, per child will be capped to two fines within any three-year period. Once this limit has been reached, other action like a prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by Bradford Council to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Fines can be issued when:

- a child records 10 or more sessions (5 days) of absence within a 10-week period.
-
- a parent takes a child out of school during term time (for holidays for example) without agreeing the leave with the school
- a child is delayed returning from a period of leave and this hasn't been agreed with the school
- a child arrives at school after the registers have closed (U code) more than 10 times
- a child is excluded from school but is seen in a public place during the first five days of that exclusion.



More details on the local authority's role along with ideas for support can be found here: <https://www.bradford.gov.uk/education-and-skills/school-support-services/attendance/>

Dismissal at the end of the day

Ashlands Primary School opens the gate at 3.20pm for afternoon pick up.

Parents should wait in the playground outside their child's classroom until school is dismissed at 3.30pm.

Parents / carers with children in Early Years should pick their youngest child up first and then come to the main playground to collect their older child.

The member of staff dismissing the class has access to reports telling them which children are going to Saplings and any changes in pick up arrangements that school have been notified of through the school day.

All other children are dismissed from the classroom door. Children are dismissed directly to their parent (or the adult with pick up responsibility).

If there is a change in pick-up arrangements, we ask that the parent / carer contact the school office. If the staff member dismissing the children has not met the adult before they will ask for the child's date of birth.

Children with Permission to Walk Home Alone.

Parents can give permission for their child to walk home alone via consent on Arbor.

Although this is a parental decision it is not normally expected of children below Year 5.

Saplings Before and After School Club Procedures

AM Procedures

All drop offs and pick-ups for Saplings are via the main school office.

PM Procedures

The class teacher has a list of children who are attending Saplings as do the Saplings staff. A register is taken at the start of club and if there are any children registered but not present then the 'If a pupil goes missing within the school day' procedure will be followed.

Late Pick ups

Where a parent / carer is late picking up for a session the school office records the time of their arrival. A late booking charge, which will be the difference between the booked session and next session price, will be added if:

- The parent / carer is more than 5 minutes late.
- The parent is persistently late picking up for the booked time. This includes being persistently being up to 5 minutes late. Persistent is classed as more than 5 times within a school term.
- Charge is added retrospectively.
- A post 6.00pm late charge of £5 per every 5 minutes late.

If, after doing everything possible to contact parents and emergency contacts then our DSL will contact Social Services.

If a pupil goes missing within the school day

Pupils will not be permitted to leave the school premises during the school day unless permission has been given by the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform a member of SLT immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the member of SLT
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - All Cloakrooms
 - The library, hall, dining room and kitchen
 - All small classrooms / work areas
 - The Art Room and Music Room
 - Meeting rooms
 - Saplings Room
 - The school grounds
- Available staff will begin a search the above areas taking a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing

- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. Procedures will be reviewed in accordance with the outcome as necessary.

APPENDIX 1

