



# BIRKENHEAD SCHOOL

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## Registration and Attendance

### 1. Introduction

At Birkenhead School, regular attendance is crucial for the academic success and personal development of our students. This policy outlines our expectations, procedures, and the legal framework surrounding student attendance, including the latest statutory changes effective from August 19, 2024.

### 2. Legal Framework

This policy is governed by the Education Act 2024 and subsequent regulations, including:

- The Education (Pupil Registration) (Amendment) Regulations 2024
- The Children's Act 2024
- The Independent School Standards Regulations 2024

### 3. Attendance Expectations

- All students are expected to attend school regularly and punctually.
- The minimum acceptable attendance rate is 95%.
- Absences should be kept to a minimum, as they can severely impact academic performance and personal growth.

### 4. Types of Absence

- **Authorised Absences:** These include illness, medical appointments, religious observances, and pre-approved exceptional circumstances.
- **Unauthorised Absences:** These include holidays taken during term time without permission, arriving late after registration closes, and absences without valid reason.

### 5. Medical appointments

Pupils who have to leave School during the course of the day for medical, dental appointments etc., must sign out in the Prep Office or the School Office in the Lodge, as appropriate, and then sign back in again when they return. Exactly the same procedure applies to older pupils in Year 11 and below who need to go out of School during the lunch break, for which permission must be obtained from a member of the teaching staff.

### 5. Registration and Punctuality

- Morning registration will take place at 8:30 AM and will close at 9.00 AM.
- Afternoon registration will occur at 1:45 PM and close at 2.15 PM.

- Students arriving after registration closes will be marked as late and should sign in at The Lodge/Prep Office

## 6. Procedures for Reporting Absence

- Parents/guardians must inform the school office by 9:00 AM on the first day of a student's absence.
- A written explanation or medical certificate may be required for absences exceeding three days.

## 7. Monitoring and Reporting

- Attendance will be monitored daily and reviewed weekly.
- If a student's attendance falls below 95%, the school will initiate contact with parents/guardians to discuss concerns.
- Persistent absenteeism (attendance below 90%) will be addressed through a formal meeting with parents/guardians and may result in a referral to local authorities.

## 8. Leave of Absence

- Requests for leave of absence during term time must be made in writing at least two weeks in advance.
- Leave will only be granted in exceptional circumstances, as per the statutory changes effective August 19, 2024.

## 9. Support for Students

- The school is committed to supporting students who face barriers to regular attendance.
- This includes access to counselling, mentoring, and external support services.

## 10. Responsibilities

- **Students:** Expected to attend school regularly and on time.
- **Parents/Guardians:** Ensure their child attends school regularly and report absences promptly.
- **School Staff:** Monitor attendance, maintain accurate records, and support students and families in maintaining regular attendance.

## 11. Review and Evaluation

- This policy will be reviewed annually or in response to changes in legislation or local authority guidance.

## 12. Compliance with Statutory Changes

- This policy is fully compliant with the statutory changes introduced on August 19, 2024, ensuring that our approach to attendance aligns with the latest legal requirements.

## 14. Contact Information

For any queries regarding this policy, please contact [School Office on 0151 652 4014].