



St Anne's School and Sixth Form College

Register of pupil's attendance Policy

This policy was adopted in the Summer term 2018 Updated Autumn 2018

1. INTRODUCTION

The policy outlines the framework for St Anne's to meet its duties and obligations to provide a high-quality education to all its pupils, and ensure good attendance is promoted.

2. LEGAL FRAMEWORK

This policy will take into account related guidance, such as SEN code of practice 0-25, Support Children with Medical Conditions, Keeping Children Safe In Education and Working Together to safeguard Children, when promoting good attendance for all pupils.

3. PROCEDURES

The governing body of St Anne's School and Sixth Form College delegates to the Headteacher the keeping of the attendance register. Pupil attendance is recorded twice a day using the electronic system School Pod. Alongside this each class completes twice a day a paper register which is held in the school office to assist in fire safety drills