

# Charmouth Primary School

Headteacher: Mrs Laura Cornish



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## Attendance, Registration and Absence Procedures

The school follows the advice and guidance of Dorset Council in relation to school attendance.

Parents are expected to inform the school of any absence, including the reason for absence, before 9am on the first day of absence and the anticipated number of days the child will be away. The school should be informed of planned absences as soon as possible; evidence such as an appointment letter is requested where possible.

### Registration

- Registers are taken electronically at 8:55 in classes. If required, paper registers are available in the school office and these should be returned to the office by 9:00.
- When taking registers, children should be marked as in attendance or absent only.
- Any child arriving between 8:55 and 9:30 will be marked as late (L).
- Any child arriving after 9:30 will be marked as late after registers have closed (U).
- Registers are taken in the afternoon by 1pm, with paper registers returned to the office by 1:05.

### Review and Absence

- Registers will be reviewed after 9:30 on SIMs and any paper registers recorded.
- Absence messages will be added and coded appropriately on SIMs registers and, where appropriate, CPOMS.
- If the correct coding is unclear, the headteacher should be consulted.
- An unaccounted absence will be confirmed with class teachers before contacting parents by phone or email by 10am.
- Contact will be prioritised starting with any children identified as vulnerable and those on first day of absence
- A follow up phone call or email will be made if there is no response by 12:00, using additional contact details if required.
- For any child absent with no reason given by 1:30, the DSL and/or deputy DSL should be alerted for consideration of any further action, such as contacting schools of siblings, using additional contacts, house visit, contacting CHAD.
- Absences marked "no reason given" will be contacted using the auto email in SIMs weekly.

### Procedure for Early Collection of a Child

- Parents are expected to inform the school in advance of planned early collections, including the reason for early collection.
- Parents should arrive at the main entrance, use the buzzer for attention and speak to a member of school staff who will then collect the child.
- Staff will confirm verbally the reason for collection and record this following the signing out procedure on the registration ipad.

