



L.E.A.D. Academy Trust

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# Register of pupils' attendance Policy

**Review frequency:** Live document.

**Approval:** The governing body of a school can delegate to the Headteacher the keeping of the attendance register.

Final : 27 June 2016

## Policy Statement

### Introduction

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

Each academy must have a register of pupils' attendance. The register must be kept and updated daily by appropriate school staff.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

**Cross Reference:** Attendance Policy

### Legal Framework

[The Education \(Pupil Registration\) \(England\) Regulations 2006: SI 2006/1751](#) and as subsequently amended: [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#) and [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).