



## ROEDEAN MOIRA HOUSE ATTENDANCE POLICY 2019-20

This policy is for the whole school including the Early Years Foundation Stage (EYFS).

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### Admissions and attendance registers

As with all schools we keep two registers of pupils:

1. The admissions register, which records the personal details of every pupil at the school - this information is held on our MIS, PASS.
2. The attendance register which records every pupil's attendance at every session the school is open to pupils - this information is also held on PASS.

Pupils may be absent for a variety of reasons that are personal to them and give no cause for concern. However, some absence is an indicator of wider needs which must be addressed.

### Admissions Register

The admission register includes the following:

- The pupil's full name
- The pupil's sex
- The pupil's nationality and ethnicity
- The pupil's date of birth
- The day, month and year of admission to the school
- The name and address of the school the pupil last attended
- Whether the pupil is a day student or a boarder
- The name and address and telephone number of parents/carers and guardians



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- The pupil's address
- Emergency contact information for parents, carers and guardians

We may keep additional information which improve our ability to care for a child and to ability to communicate with parents/carers and guardians. Parents/carers and guardians are asked to inform us of any changes when they occur.

### **Attendance Registers**

We believe that the most effective way of minimising the adverse effect that absence has on a pupil's attainment is to prevent all unnecessary absence and, where the absence is unavoidable, to help children to catch up the work they missed.

We have an important role to play in identifying pupils who might need additional support or who have poor attendance records.

The first registration takes place with tutors in form groups at 08:20. A second registration takes place in the afternoon at 13:05 in the Junior School and at 13:30 in the Senior School and Sixth Form.

We use the national attendance codes to record attendance and absence and help to ensure consistency in the treatment and recording of attendance and absence. A copy of these codes is provided in the appendix.

Any girl not in registration should be reported to the School Office or Junior School Office via online registration on PASS / 3 Sys so that a member of the school office can telephone the pupil's home/contact the boarding house to ascertain her whereabouts.

All details of absences are recorded in the pupil's record on PASS under the "Attendance" tab; this includes information as to whether the absence is authorised or unauthorised. Unauthorised absences include holidays or days off that are not sanctioned by the School.

The online registers are printed out at the end of each term and kept in the Senior School offices for two years.

### **Absence requests**

For planned absences (e.g. medical appointments), we ask parents to email their request to the Head of Section as early as possible, including the reasons for their child's proposed absence. The request is reviewed by the Head of Section, who will then inform parents about the absence being authorised or unauthorised; decisions are made individually on each case and take account of the pupil's attendance record.

### **Leave of absence**

Leave of absence can only be granted in exceptional circumstances. We respond to all requests for a leave of absence in writing giving the reasons for our decision. Letters approving a request should state:

- The expected date of return



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- That the parents are expected to contact the school if anything delays the pupil from returning to school by the expected date
- What action will be taken if the child fails to return when expected

### Notifying absence

Parents are asked to telephone the School as early as possible (the School Office is open from 08:00 each weekday) on the first day of absence if their daughter is unwell and unable to attend school.

If their daughter is going to be absent for some time, regular contact is essential to ensure that all appropriate support from the school is available.

### Illness

Where we accept that a pupil was ill we will authorise the absence. We reserve the right to challenge parents' statements about pupil absence or seek additional evidence if we have any concerns. This evidence may be an appointment card rather than a Doctor's note. If we have concerns we will invite parents to school to discuss our concerns.

### Religious Observance

We will authorise absence that is due to religious observance but the day must be:

- Exclusively set apart for religious observance
- Set apart by the parents' religious body (not the parents)

An example might be a student from Russia who returns late to school in the Spring term so that she can celebrate the Russian Orthodox Christmas on January 6<sup>th</sup>.

### Unavoidable absence

A pupil's absence may be unavoidable due to individual circumstances, such as:

- A catastrophic event at their own home (e.g. parents' car broke down)
- Flight delays when returning from abroad

### Code X

Non-compulsory school aged pupils can be recorded as code X for those sessions when they are not expected to attend, for example, Year 13 on Flexi time.

### Partial or forced closure

The Principal might decide to close all or part of the school, for example,

- In adverse weather conditions
- If the heating system failed

### Unexpected and unexplained absence

Whenever pupils are absent from school and their parents have not told the school the reason for the absence we will mark the absence as unauthorised. We can change the mark later if a satisfactory explanation is provided.



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### Registration Period

The register should be taken at the start of the morning registration (8:20am) and at the start of the afternoon session (1:05 pm or 1:30 pm). Any pupil arriving after the register has been taken but before the end of the registration period should be entered as late (L).

### Monitoring attendance through the day

Teachers should complete their online registers on PASS / 3Sys for every lesson / activity; if a student is absent with no valid reason, they should report absentees from lessons immediately to the school office (by phone, email or by sending a student with a message) so that the office can chase up the absence.

### Deletions from the Register

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register (i.e. PASS). Pupils may be deleted from the admissions register in the following circumstances:

- Death of a pupil
- Transfer to another school
- Pupil withdrawn to be educated outside of the school system
- Failure to return when expected after the school has tried to locate the pupil
- A medical condition that prevents a return to school
- A custodial sentence of more than 4 months
- After 20 days continuous absence where the school has tried to locate the pupil

### Permanent exclusion

A child who is permanently excluded may not be deleted from the register until the appeals process has been exhausted.

The school will liaise with the Local Authority if a child is permanently excluded in order to participate in the CAF process.

### Inspections

Schools Inspectors may choose to examine our register. The school will allow them access to both electronic and manual registers on request. There is no limit to the size of an extract that a Schools Inspector or local authority officer may take. However, they are bound by a duty of confidentiality and legislation not to share the information improperly or with inappropriate people. Extracts could be used as evidence in a prosecution, for example.

### Informing Local Authorities of deletions

We are required to inform the local authority of any pupil who is absent more than 10 days without a good reason (i.e. the absence is unauthorised). We must also inform the local authority of pupils with patterns of unauthorised absence. The school notifies the local authority of any children who have been removed from the school's roll.



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### UK Border agency

When visas are issued to students to study at a school in the UK there is a reasonable expectation that the student will attend the school when it is in session. We have a responsibility to inform the UK Border Agency of periods of extended absence from school and must comply with any request for information from the Border Agency on a pupil's attendance.

### Amending registers

There are only three occasions when the attendance register can be altered:

- If an error has been made i.e. the wrong code was used
- If an unexplained absence has since been explained
- If the child's name is legally changed

The admissions register can be changed if

- There is an error
- The details have changed i.e. address etc.

Whenever a change is made to either register both the original entry and the amendment must be clearly distinguishable. Register must show the reason for the change, the date the change was made and who made it.

If we cannot show this on the electronic register we will take a print copy of the register and annotate it.

Entries in attendance registers must be made in ink.

### Storing registers

The admissions register is on the school network requiring a password to access. Most staff have read only access. Only administrators can alter the admissions registers. Attendance registers are kept in the School Office.

PASS is backed up regularly in order to ensure that we would recover quickly from any systems failure. The backups are stored securely and are open to inspection for three years.

At the end of the school year, we archive the registers and store them for at least three years.

### Codes for Registers

/ \	<i>Present at Registration (am and pm)</i>
#	<i>School closed</i>
%	<i>Sick Bay (part of the session)</i>
*	<i>Sick Bay (whole session)</i>
A	<i>Music/Dance/Ex Curricular Lesson (in School)</i>
B	<i>Educated off-site (not dual registration)</i>
C	<i>Authorised absence/Other offsite Educational Activity</i>
E	<i>Excluded</i>
F	<i>Agreed extended family holiday</i>

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<i>G</i>	<i>Family holiday (not agreed or sessions in excess of agreement)</i>
<i>H</i>	<i>Agreed family holiday</i>
<i>I</i>	<i>Illness</i>
<i>J</i>	<i>Interview/Exam offsite</i>
<i>K</i>	<i>Medical/Family Matter (not out for whole session)</i>
<i>L</i>	<i>Late but arrived before the register closed</i>
<i>M</i>	<i>Medical/Family Matter (out for whole session)</i>
<i>N</i>	<i>No reason for the absence provided yet</i>
<i>O</i>	<i>Other unauthorised (not covered by other codes or descriptions)</i>
<i>P</i>	<i>Approved sporting activity</i>
<i>Q</i>	<i>Exam - present in School</i>
<i>R</i>	<i>Day set aside exclusively for religious observance</i>
<i>S</i>	<i>Study Leave</i>
<i>U</i>	<i>Late and arrived after the register closed</i>
<i>V</i>	<i>School educational visit, trip or rehearsal</i>
<i>W</i>	<i>Work experience (not work based training)</i>
<i>X</i>	<i>Untimetabled sessions (no lessons) for non-compulsory school age pupils (Flexi for Sixth Formers)</i>
<i>Y</i>	<i>Inclement Weather</i>
<i>Z</i>	<i>Pupil not on roll yet</i>

### Compulsory Age

#### Start

- A child who turns 5 between 1 January and 31 March is of compulsory age on 31 March
- A child who turns 5 between 1 April and 31 August is of compulsory age on 31 August
- A child who turns 5 between 1 September and 31 December is of compulsory age on 31 December.

#### End

- Compulsory age ends (at present) on the last Friday in June in the year where a student turns 18.

### Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements



## **ROEDEAN MOIRA HOUSE ATTENDANCE POLICY 2019-20**

Teachers' Standards  
Departmental Handbook  
Keeping Children Safe in Education  
Safeguarding Policy  
Pastoral Care Policy  
Complaints Policy (Parents)  
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2019

POLICY REVIEWED BY SCHOOL COUNCIL: June 2019

NEXT REVIEW: June 2020