

## Attendance and Registration Policy (Trust including EYFS)

### Related Policies

- Child Protection Policy
- Welfare Policy
- Staff Code of Conduct

### 1. Introduction

- I. This policy reflects the vision and aims of Bede's School by
  - a) Encouraging staff, parents / carers and children to maximise the learning experience in order that all pupils reach their full potential.
  - b) Providing clear attendance and registration procedures for parents / carers, pupils and staff.
- II. Regular and punctual attendance is of paramount importance in ensuring that all pupils have full access to the curriculum. Valuable learning time is lost when pupils are absent or late. (A 90% attendance rate will mean that half a year of schooling is lost over a five-year period). Pupils should be at School, on time, every day when the School is open, unless the absence is unavoidable. Attendance data is scrutinised, patterns identified and a clear structure is in place to promote and support 100% attendance.

### 2. Registration

#### 2.1 At the Senior School

- I. Day Houses will register their pupils twice each day, before morning School and during the lunch break – typically around **8.20am and 1.00pm**. When a pupil is staying late (after 5pm) a registration will be completed at 5.00pm and again at 7.00pm at the buses by the evening duty staff.
- II. Boarding Houses will register their boarding pupils four times each day – roll calls before leaving the House in the morning; at lunchtime; early evening (times vary slightly per House); and at 'lights out' time.
- III. Boarding Houses will register their day boarders pupils three or four times each day, depending at which point the child goes home – on arrival at school in the morning; at lunch time; early evening (times vary slightly per house) and/or at departure time (buses).

#### 2.2 At the Prep School

- I. Registration takes place between 8.25am and 8.35am in Form Rooms. Afternoon registration takes place between 1.05pm and 1.10pm in Reception to Year 2, and between 2.00pm and 2.10pm in Years 3-8, except on Wednesdays when afternoon registration for Years 3-8 takes place at 1.10pm.
- II. In the Nursery, registers are printed on a daily basis and taken when the children arrive and depart for their allocated time during that day.
- III. All pupils must be present at each registration period. This is completed by a member of staff and recorded on iSAMS.

- IV. Information about the cause of each absence is always required, preferably in writing, or by telephone message. Every half-day absence has to be classified by the School, (not by the parents / carers), as either AUTHORISED or UNAUTHORISED in line with Department for Education guidance (*School Attendance*, November 2016).

### **3. Signing In/Out**

#### **3.1 Senior School**

- a) Any pupil arriving late at School, i.e. after morning or afternoon registration, must report to the Porters' Lodge. Details of their arrival will be recorded on iSAMS.
- b) Any pupil who leaves School before the end of the School day must sign out at the Porters' Lodge and have the permission of their Housemaster/mistress (Hm). Failure to do so may result in sanctions.
- c) Any pupil going home due to illness must be notified to the Health and Well-being team before leaving so that an assessment can be made and treatment given if required.

#### **3.2 Prep School**

- a) Any pupil arriving late at School, i.e. after morning or afternoon registration, must report to the Headmasters Hall and sign in.
- b) Any pupil who leaves School before the end of the School day, must sign out at the Headmasters Hall.
- c) All pupils must sign out with the member of staff on duty when they are collected by their parents.

#### **3.3 Staying Late**

- a) At the Senior School, all Day pupils staying after School hours will register additionally at 5.00pm.
- b) At the Prep School, all pupils staying after School hours will register with the Duty Member of Staff in the Dining Room at 6.00pm.
- c) At the Senior School, any pupil travelling on the later (usually 7.15pm) bus must sign up on the Monday morning of the week concerned, by informing their tutor, Hm or signing up on Mybedes (depending on the House).
- d) There are no late buses leaving the Prep School, all children must be collected by parents.
- e) At the Senior School all Day pupils not travelling by School transport must sign out at the Porters' Lodge before leaving.

### **4. Unauthorised Absence**

- I. Bede's uses the DfE national codes to record and monitor attendance on iSAMS Monday – Friday in term time (see Appendix 2). Authorised absences are at morning or at afternoon registrations away from School for a reason such as genuine illness or other unavoidable cause. Unauthorised absences are those that the School does not consider reasonable and for which no 'leave' has been given. This includes:
- a) parents keeping pupils off School unnecessarily
  - b) truancy for the whole or part of the School day
  - c) absences which have never been properly explained
  - d) pupils who arrive at School too late to get a mark
  - e) family holiday during term-time which the School does not authorise

- II. Independent Schools have a duty to report issues of persistent and / or unexplained poor attendance (even if this is authorised) to their local authority. This occurs when the School feels it has done all it can to ensure that a pupil achieves the 90% attendance threshold – usually over a half term period.
- III. If a pupil is absent for more than ten sessions in a ten-week period due to ill health then the School may require communication from the pupil's GP to the Trust Head of Nursing
- IV. In line with DfE Children in Missing Education (September 2016), the School has an obligation to inform the local authority of the details of pupils who fail to attend regularly or who have missed ten days or more without permission. If a pupil fails to return to School after an authorised absence the School will endeavour to establish the whereabouts of the child and work with the local authority to ensure the child is receiving full time education.
- V. In all cases the School must show evidence of all actions taken. The School therefore has the following procedures.

## 5. Procedures

- I. At the Senior School it is the responsibility of the Hm to maintain and retain accurate and up to date registers. These are overseen on a fortnightly basis by the Principal Deputy Head (PDH) or the Assistant Head: Compliance and Welfare (AHCW).
- II. At the Prep School the initial registration is taken by the Form Teacher and then followed up by the School Secretary. The registers are overseen on a weekly basis by the Deputy Head.

## 6. Notifying the School of non-attendance

- a) At the Senior School parents must telephone or email their child's Hm **each** morning of absence before 8.15am and report the nature of the absence and when the pupil is expected to return to School.
- b) At the Senior School, if a pupil does not register and parents / carer have not explained their whereabouts then the Hm must ensure that prompt and appropriate action is taken to locate them. In the first instance, this should be done by the House staff. If required, additional help can be sought from the School Office.
- c) At the Prep School parents must telephone the Absentee Line every morning of absence before 8.30am and report the nature of the absence and when the pupil is expected to return to School.
- d) Boarding pupils out of School – as above.
- e) Boarding pupils in School will see their matron or duty House staff or the School Nurse. This person will then authorise an absence if appropriate.
- f) Dental, Orthodontic, Hospital and GP appointments should be supported by an appointment card/letter and reported in advance.

## 7. Requests for absence

- I. **At the Senior School** all requests for holiday absence or family reasons must be put in writing to the Hm at least two weeks prior to the first day of absence. Authorisation can only be given in 'exceptional' circumstances. Absence of 1 day or less may be agreed in writing with the Hm. Absences of more than 1-day need to be authorised by The Headmaster.

- II. At the Prep School all requests for holiday absence must be put in writing to the Headmaster at least two weeks prior to the first day of absence. Authorisation can only be given in 'exceptional' circumstances.
- III. It is not appropriate for the School to authorise absences for shopping, looking after other children, day trips, etc. Leave may, however, be granted for religious observance; in an emergency (e.g. bereavement); or for medical appointments which must be in School time.

#### 8. Actions on absence

- I. Every week each Hm at the Senior School is provided with a full report of attendance for the pupils in their House. Hms address issues of unexplained absence, recording information and actions.
- II. At the Prep School, the Deputy Head will check the attendance report for all pupils and follow up on issues of unexplained absence.

#### 9. Day Pupils and Boarders resident in the UK

- I. At the Senior School Hms and the Deputy Head at the Prep School should scrutinise the attendance data on a weekly basis. When a pupil is in danger of attending less than 90% of the time in each half term / six-week period (whatever the reason) this will involve formal communication with parents and on-going monitoring (by the tutor in the first instance at the Senior School) in order to draw attention to the statistics and potential impact on the child's education; to acknowledge and discuss any difficulties the child or family may have; and to offer support to improve attendance. Communications will include
  - a) **Phone call:** Receive a phone call to parents / carers from the tutor (Senior School), or Year Head (Prep School) raising the issue of attendance and outlining how the School deals with it; a record of this phone call will be kept.
  - b) **Letter from Hm (Senior School) or Year Head (Prep School):** If a pupil continues to fall below the threshold a formal letter is written by the Hm (Senior School) or Deputy Head (Prep School) outlining the School's obligations and offering advice on how to improve attendance.
  - c) **Meeting and second letter:** If attendance does not improve parents are invited in to see PDH / AHCW with the Hm and tutor at the Senior School or the Deputy Head and Form Teacher at the Prep School. This meeting will be followed by a letter confirming the situation. (See Appendix 1)
  - d) **Persistent Absence:** The School recognises that families often need support to improve the attendance of a pupil and provides this support where it can. When a pupil's attendance falls below 90% for a half term this may be reported to the local authority in line with their procedures. The aim of this is to draw on the expertise available from the local authority and so offer support to pupils and families and to improve the pupil's attendance.
- II. Boarders resident overseas
- III. Any unauthorised pupil absences (e.g. at the start and end of term) must be recorded and monitored by Hms.
  - a) In the first instance the Hm should address these absences in writing with the parent, guardian and / or agent concerned i.e. explaining that:

- b) they have been recorded as unauthorised
  - c) the School term dates are published 18 months in advance and the School's Travel Coordinator can assist with transport arrangements
  - d) that a pupil's academic progress will be negatively impacted by absence (as could their welfare if they miss out on key School and House events)
  - e) for some overseas pupils, there are implications for those on pupil visas and we are required to notify the UKBA of any pupil on a visa who is failing to attend School on the published term dates
  - f) for UK pupils, the School has a duty to report certain attendance concerns to the local authority
- a. If there is recurrent unauthorised absenteeism the Hm should inform the PDH at the Senior School or the Deputy Head at the Prep School, giving the details of previous contraventions and communications. The PDH (Senior School) or Deputy Head (Prep School) will then write to the parent, guardian and / or agent concerned
  - b. If there are further instances of unauthorised absenteeism, they will be referred to the Headmaster

## **10. Prep School**

- a. At the Prep School the Headmaster will be kept informed by the Deputy Head.

## **11. Off-rolling**

- I. When a pupil's name is going to be deleted from the Admission Register (to be home educated; due to a family move, ill health or exclusion for example) the Bede's Registrar's Office will report the pupil concerned to Children Missing Education unless it has independent confirmation of the child enrolling at another School.

## **12. Record keeping**

- I. At the Senior School the School Office / iSAMS keeps a record of all attendance related correspondence.
- II. At the Prep School the School Secretary keeps a record of all attendance related correspondence.
- III. All pupils will have their attendance data sent home at the end of each term with their reports.

<b>Owned by:</b>	Principal Deputy Head
<b>Authorised by:</b>	Governing Body
<b>Date:</b>	March 2019
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<b>Circulation:</b>	All Staff, All Pupils

## Appendix 1

**Hms' Attendance Record Keeping (Senior School)**

Pupil	Date	Attendance % to date	Action / reason	By whom

**Deputy Head's Attendance Record Keeping (Prep School)**

Pupil	Date	Attendance % to date	Action / reason	By whom

## Appendix 2

**Attendance codes we commonly use****Present at School**

<b>/</b>	Present in school am
<b>\</b>	Present in School pm
<b>L</b>	Arrived late but before the register has closed

**Present at Approved Off-site Educational Activity**

<b>B</b>	Off-site educational activity
<b>J</b>	Interview (employer, or other educational establishment)
<b>P</b>	Supervised sporting activity (approved and supervised by Bede's)
<b>V</b>	Educational visit or trip (organised and / or supervised and / or approved by Bede's)
<b>W</b>	Work experience

**Absent (Authorised)**

<b>C</b>	Leave of absence authorised by the school (only in exceptional circumstances)
<b>E</b>	Excluded
<b>H</b>	Holiday authorised by the School (Headmaster)
<b>I</b>	Illness
<b>M</b>	Medical or dental appointment
<b>R</b>	Religious Observance
<b>S</b>	Study leave (Year 11 only)

**Absent (Unauthorised)**

<b>G</b>	Holiday not authorised
<b>N</b>	(temporary code only) Reason not yet provided
<b>O</b>	Absent without authorisation (School is not satisfied with the reason given)
<b>U</b>	Arrived in School after registration closed

Extracted from DfE guidance '*School Attendance*' November 2016

## Appendix 3

## Attendance Letter Template (From Hm or Tutor)

Dear Mr and Mrs.....

I hope you are well.

Please find below an attendance table detailing (insert pupil) attendance in for each half term and an average for the year so far. An overall average of .....% attendance means that (pupil) is missing a week of school within every (insert proportion) week cycle and I am concerned about the impact this is having on his/her attainment and progress. If (pupil) were to continue this level of attendance over the 2 year course of GCSEs during L5th and U5th, (pupil) would be missing (proportion) a year of school.

A level of .....% attendance for a pupil at Bede's is usually associated with a known medical condition and therefore, I am wondering if there is anything the school should be made aware of regarding (pupil's) health. I would be very happy to discuss this in person at a time convenient to you.

Kind regards,

Tutor

## (Example table)

Autumn HT 1	87.8%
Autumn HT2	64.4%
Spring HT 1	72%
Spring HT 2	81.6%
Year to Date	75.4%