



MALVERN ST JAMES

Girls' School

Attendance and Registration Policy including Children Missing Education

This policy is the responsibility of the Director of Pastoral Care and is reviewed annually.

Scope

Malvern St James is committed to ensuring an attendance register is taken twice a day, at the start of the morning session, and at the start of the afternoon session for all pupils. School attendance is subject to various education laws and this policy is written to reflect these laws and the guidance produced by the Department of Education.

Aims:

- To safeguard the pupils at Malvern St James
- To fulfil legal requirements
- To promote good attendance and to act early to address patterns of absence
- To ensure the whereabouts of each pupil is known throughout the school day

The Attendance Register

Malvern St James maintains a daily attendance register. School Inspectors will check the register to ensure the requirements of the regulations are being met. All pupils, regardless of age must be placed on the register.

Malvern St James takes the attendance register at the start of the morning and afternoon sessions of each school day.

On each occasion it must be recorded whether every pupil is

- Present
- Attending an approved educational activity
- Absent

The Attendance Administrator follows up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Amendments to the Attendance Register

Every amendment made to the Attendance Register at Malvern St James must include:

- the amended entry which overwrites the original entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person who made the amendment.

Preservation of the Attendance Register

Every entry in the Admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Start and End of Term Attendance

Malvern St James publishes the term dates over a year in advance, in order that flights can be booked without disrupting pupils' education. The School expects pupils to arrive punctually on the first day of term, and not to leave School before the last day of term.

The School Electronic Register, contains a record of those who were absent and also those who were present using the categories below. A copy of the list of absentees is recorded on the front page of iSAMS.

- Letters/emails informing the School of future absence or explaining absence will be kept on file.
- If pupils are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of pupils on trips or matches must always be with Reception and on the notice board in the Staff Common Room and with the Attendance Administrator, who will mark the registers accordingly.
- Teaching Staff must mark their registers with the standard codes (see Appendix 1). They must mention any concern to the Year Coordinator so that it can be quickly followed up. If an unauthorised absence is suspected, the Attendance Administrator must be informed immediately.

Absence and Attendance Codes

The school must use the national codes to record and monitor attendance and absence in a consistent way which complies with the regulations. (See Appendix 1)

The daily attendance registers are stored and archived electronically. In addition, hard copies will be printed each day for use in case of fire.

Maintaining Records

If there is no reason for absence, 'N' is entered in the register. This is later amended by the Attendance Administrator, ~~daily~~ with the appropriate symbol, in this case only, overwriting is allowable in an electronic system. An 'N' must not be allowed to remain indefinitely.

The Schools' attendance register is backed up electronically on a daily basis. Each of these additional copies is retained for three years after the end of the school year in question.

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.

Attendance Registration System

Morning registration takes place at 08.20 in the form room, unless otherwise stated.

Afternoon registration takes place at 13:35 in the form room unless otherwise stated.

- Form Tutors use the ISAMS electronic system for AM/PM registration and for registering lessons throughout the day.
- When pupils are not in School and school have not received an email, letter or phone call with an explanation for absence, the Attendance Administrator will contact the parents by phone or by email.

What is meant by 'Closing the Register' and different types of 'Lates'

All pupils should be registered between 8.20 and 8.25am and 1.35- 1.40pm. If a pupil arrives after this time the register must be marked as L (Late, but before the register has closed). Similarly, any pupil who signs in with the Attendance Administrator before 9am in the morning and before 2.00pm in the afternoon, will be marked L.

Illness during the school day

If a pupil feels unwell during the school day, they must inform the appropriate member of staff and report to the Health Centre. The nurse on duty in the Health Centre and Wellbeing Centre will notify the Attendance Administrator. In the case of Day Boarders, the parents will also be notified, if the pupil needs to be sent home.

Missing pupils

Each morning and afternoon, the Attendance Administrator follows up all unauthorised absences and an absence list is compiled.

Copies are placed on the notice board in the Staff Common Room and in the Fire List box.

Procedure to follow if a pupil is missing during the school day - see Appendix 2

Procedure to follow if a pupil is missing from a Boarding House - see Appendix 3

Children Missing from Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to put in place arrangements for identifying, as far as it is possible to do so, those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school.

The School will agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission, or because of illness, unavoidable cause or religious holiday. The School monitors attendance closely and addresses poor or irregular attendance and if concerned will refer them to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence Under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) Regulations 2006 or is absent from school without authorisation for twenty consecutive school days Under regulation 8(1), paragraph (h)(iii) of the Education (Pupil Registration) (England) Regulations 2006, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly Under regulation 4 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

The School has a safeguarding duty, Part 3 of the Schedule to the Education (Independent School Standards) Regulations 2014, in respect of their pupils and as part of this should investigate any unexplained absences.

When removing a pupil's name, the notification to the local authority must include:

- The full name of the pupil
- The date of birth
- The full name and address of any parent with whom the pupil normally resides
- At least one telephone number of the parent
- The pupil's future address and destination school, if applicable
- The ground in regulation 8 under which the pupil's name is to be removed from the admission register

The School must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting a pupil's name from the register if the deletion is under regulations 8(1), sub paragraph (f)(iii) and (h)(iii). (Appendix 4, points 6 and 8).

Providing information on standard transitions

As set out in the above section, the School is under an automatic duty to provide information to the local authority for non-standard transitions. This relates to pupils removed from the admission register before completing the final year of education normally provided by the school, or pupils added to the admission register after the start of the first year of education normally provided by that school.

In a small number of cases, pupils removed from the admission register in one school would be a standard transition but their transfer to another school would **be a non-standard** transition and vice-versa. For example, a pupil leaving a primary school at the end of Year 2 is a non-standard transition, but their transfer to a junior school at the beginning of Year 3 is a standard transition. In such cases, only the school where the non-standard transition occurs is under an automatic duty to notify the local authority. The local authority would need to make a request for the information from the other school, if they required information on the standard transition.

MSJ keeps a record of outgoing pupils, when a pupil leaves the school before the end of Year 13. Records will include the name and address of the destination school, the expected start date and confirmation from the destination school that this pupil is not on their attendance register.

Tier 4 pupils

In accordance with our sponsorship duties, we are required to report to UKVI should a Tier 4 pupils attendance fall below 80% or 10 consecutive contact points are missed without advance approval.

- Attendance falls below 80%
- 10 consecutive expected contact points are missed without prior authorisation ((one calendar day equates to one contact point).

The Attendance Administrator will monitor the above and report directly to the Tier 4 Authorising Officer (Director of Finance, freemc@malvernstjames.co.uk), should a pupil be at risk of breaching the above sponsorship criteria.

Signing 'in' and 'out' of School Procedure

Pupils in Year R -11 are not allowed to leave the School site during the school day, unless accompanied by a member of staff/parent/guardian. For School trips, visits or sporting fixtures, staff will be notified in advance. Girls may leave for appointments during the school day with notification to Attendance

On entering the school building, all Senior School pupils must sign in, using the 'signing in/out' sheets on the ground floor corridor. Senior School Pupils arriving late to school must also sign in and then report to the Attendance Administrator.

The Preparatory Department pupils arriving late to School must report to their Form Tutor, who will inform the Attendance Administrator.

On leaving the School building, all pupils must sign out using the 'signing in/out' sheets located in the following places:

- Senior School Pupils: ground floor corridor.
- Prep Pupils: ground floor corridor next to Prep exit

Sixth Form

Girls in the Sixth Form are expected to be in school when they have a commitment. They **must** attend morning and afternoon registrations, all timetabled lessons, assemblies and all other School commitments.

If they leave the site during the day they must sign out and sign in again on their return. The freedom to leave the site is a Sixth Form privilege and may, if necessary, be reviewed by the Head of Sixth Form.

Year 11

Year 11 are allowed to return to their boarding Houses to do their School work at 1600, providing they do not have any school commitments and at the discretion of their Head of Year. The House staff and Form Tutor should be made aware of this by the pupil. They must sign out of school and state where they have gone. The House Staff must email the duty team leader with a list of girls who have returned to the House.

It is a Year 11 privilege to go 'up town' between 1600 and 1730, providing they have parental permission, no school commitments and at the discretion of their Head of Year. They must sign out of school on the signing in and out of school sheets.

Year 11 may go to Willows (the local shop opposite the School) during any lunch break.

Year 10

Year 10 are allowed to return to their boarding House at 1600 to do their School work on one night of the week, providing they do not have any school commitments and at the discretion of their Head of Year. The House Staff and Form Tutor must be made aware by the pupil. The House Staff must email the duty team leader with a list of girls who have returned to the House.

It is a Year 10 privilege to go 'up town' 1600 and 1730, providing they have no school commitments, have parental permission and at the discretion of their Head of Year. A pupil must seek permission from the Head of Year and it is at their discretion, if the pupil is allowed to go. They must sign out of school on the signing in and out of school sheets.

Year 10 may go to Willows (the local shop opposite the School) during any lunch break.

Year 9

Year 9 may go to Willows (the local shop opposite the School) during any lunch break.

In the Summer Term, Year 9 are allowed to go 'up town' once a week between 1600 and 1715 providing they have no school commitments have parental permission and at the discretion of their Head of Year. A pupil must seek permission from the Head of Year They must sign out of school on the signing in and out of school sheets.

Boarders

Boarders must sign in and sign out of the Boarding Houses on entering and leaving the House at all times. It is essential that House Staff know all boarders' whereabouts at all times or how to find their whereabouts. The House staff will check the signing in and out book regularly.

It is an expectation by the School, for Boarders to live with parents or guardians when they are away from school. It is compulsory for Parents/Guardians to give authority to the Housemistress before Boarders leave the School to stay with another family. Permission must also have been received from the other family.

If a boarder is returning late to the House, the Parent/Guardian must telephone/email a member of the House staff.

Information for Parents/Guardians

Parents and Guardians can view attendance via the Parent Portal.

Procedure for notifying the School of a pupil's absence

If a pupil is going to be absent, the parent/guardian must:

- e-mail attendance@malvernstjames.co.uk or
- telephone Attendance 01684 584600 before 8.20am on the first day of absence.

The School requires confirmation of absence by email or letter prior to or upon return to school. If the school has not been notified of absence, the Attendance Administrator will telephone or email on the first day of an unexplained absence to request information regarding the absence.

Requests for Absence

To ensure information goes directly to the correct person so that it can be dealt with expediently the table below provides the different email addresses to contact for the different requests. We will respond to confirm that we have received a request and will then contact the parent according to the nature of the request or notification (for example to ask for more information or to confirm permission or perhaps to provide advice). This procedure applies to parents and guardians of all girls.

For appointments, illness and previously agreed absences during the day contact; attendance@malvernstjames.co.uk

All other requests, including, but not limited to: days off school, regular early departure for an approved external activity, non-attendance of a compulsory or timetabled School event - must be sent to the Headmistress;
headspa@malvernstjames.co.uk

This contact information will remain permanently available on Firefly.

Term dates are published over a year in advance to enable parents/guardians to arrange holidays without disrupting a pupil's education. It is very important that holidays are taken within the school holiday period so that pupils do not miss lessons or indeed any other school activity such as the end of term events. Terms are planned carefully to ensure that the schemes of work are covered at a suitable pace and that there are also opportunities for memorable community events and for girls to interact with their friends and girls from other years.

Tier 4 pupil - Approved Absence

Correspondence supporting the decision to approve a Tier 4 pupils absence must be retained to support the school's decision making process. This could include doctors note; correspondence with parents; discussions with boarding staff / form tutor.

Please note that it is the School Policy not to allow holidays to be taken during term time, unless there are exceptional circumstances.

Other relevant policies

- Safeguarding (including Child Protection)
- Admissions
- Lost or Missing Child Policy
- Late Collection of a Child Policy

Appendix 1

Table to show codes for absences

Register Mark	Description	Event Category
#	School closed	CLOSED
/	Present (AM)	PRESAM
\	Present (PM)	PRESPM
B	Educated off site	OFFSTE
C	Other Authorised Circumstances	AUTH
D	Dual registration	DUALRG
E	Excluded	EXCLUD
F	Extended family holiday	EXTHOL
G	Family holiday (not agreed/excess)	UN-HOL
H	Family holiday (agreed)	HOLID
I	Illness	ILL
J	Interview	INTVW
L	Late	LATE
M	Medical/Dental appointments	APPNT
N	No reason yet provided for absence	UNKNWN
O	Unauthorised absence	UNAUTH
P	Approved sporting activity	SPORT
R	Religious observance	RELIGN
S	Study leave	STUDY
T	Traveller absence	TRAVLR
U	Late (After registration closed)	AFTREG
V	Educational visit or trip	TRIP
W	Work experience	WORKEK
X	Un-timetabled sessions for non-compulsory school-age pupils	PRESCH
Y	Enforced closure	ENFCLS
Z	Pupil not on roll	NOTPUP

Further detailed explanation of Codes

Present (am)	Pupil present at start of Registration and intends to be in school throughout morning session	Forward slash
Present (pm)	Pupil present at start of Registration and intends to be in school throughout afternoon session	Backward slash
Illness but not medical or dental appointments	The parent emails or rings in and/ or the pupil misses registration and the subsequent session through illness.	I
Medical, Dental or Hospital Appointments	The pupil does not come to registration because of an appointment, eg attendance at a GP's surgery; attendance at a dentist's surgery; and hospital appointments, but <i>not</i> hospital stays.	M
Late but before Registration closes	The Register has been called at the appropriate time (see below), for which the pupil was not present, but the Register has not formally closed (see below). The pupil is deemed to be present for the session.	L
Education/ Job Interview and University Open Days	Interview for another school or (Year 11/13) a job after leaving school. We shall also use this for university Open Days, so long as they have been given prior approval by the Director of Sixth Form and completed the blue form.	J
No reason yet provided for Absence- temporary Code which must eventually be changed	If it is unclear why a pupil is absent from registration, it is possible to use Code N until the reason for their absence is known. Once the pupil whereabouts are known The Attendance Administrator will fill in the more appropriate code.	N
Late for no valid reason & Register has Closed	This code should be used when a pupil has arrived after the close of registration with no plausible reason.	U
Educational Visit or Trip,	Used for all trips of an educational nature, arranged by school or by other organisations, provided they are supervised by someone of whom the school approves.	V
Study Leave	Used for Year 11-13 pupils have been given time off school prior to examinations.	S
Exam Leave	Used for Year 13 after examination leave.	X
Work Experience	When Work Experience has been organised or been agreed by School.	W
Extended (more than 10 days)	The Headmistress responds to a parental request, given in good time and gives approval for a holiday of more than 10 days because of exceptional circumstances,	F
Family Holiday not agreed by School or in excess of agreement.	The parent does not have prior agreement before taking a pupil on holiday or keeps a pupil away for longer than was agreed, in which case the extra time is recorded as Code G.	G
Approved Sporting Activity	This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the School and supervised by someone authorised by the School.	P

Special occasions at the discretion of the school	The Headmistress responds to a parental request, given in good time and allows a pupil time off school during a whole session (am or pm) for a specific reason, having taken into account the pupil's prior attendance record and the reason for the request.	C
Religious Observance	If the pupil's religious body has set the day apart for religious observance, but <i>not</i> used for additional holidays and days off linked to the religious festival.	R
Traveller absence	Traveller pupil when the family is travelling; a number of different groups are covered by the generic term Traveller. <i>Unlikely to be used by us.</i>	T
Unauthorised Absence	This is where there is no explanation for a pupil's absence or the explanation is not one that can be sanctioned by the School, In such cases, the Director of Sixth Form/Year Co-coordinator/Director of Pastoral Care must be informed and a letter would normally be written home, expressing concern.	O
Unplanned Forced or Partial Closure of School	If the School is closed due to unavoidable cause and without prior planning. (<i>Unlikely to be used by us</i>)	Y
Planned Closure of School	Between terms; half terms; occasional days when the whole school are on holiday e.g. Half day at end of Autumn term.	#
Excluded	The pupil has been excluded (or suspended) and is not attending any form of educational activity agreed by us but is still on the roll (pending appeal).	E
Educated off site	Pupils attending alternative provision arranged and/ or agreed by the School. The supervisor must inform the school if the pupil is not present.	B
Dual Registration	Pupil also attends (and is registered by) another place of education. <i>Unlikely to be used by us.</i>	D

Appendix 2

Procedure to follow when a pupil is missing during the School day

- Check ISAMS
if the girl is not officially shown to be out of School then
- Report the absence to the Attendance Administrator ext. 7500 or attendance@malvernstjames.co.uk and Reception/ Director of Pastoral Care
- Return to your lesson

The Attendance Administrator will then action the following:

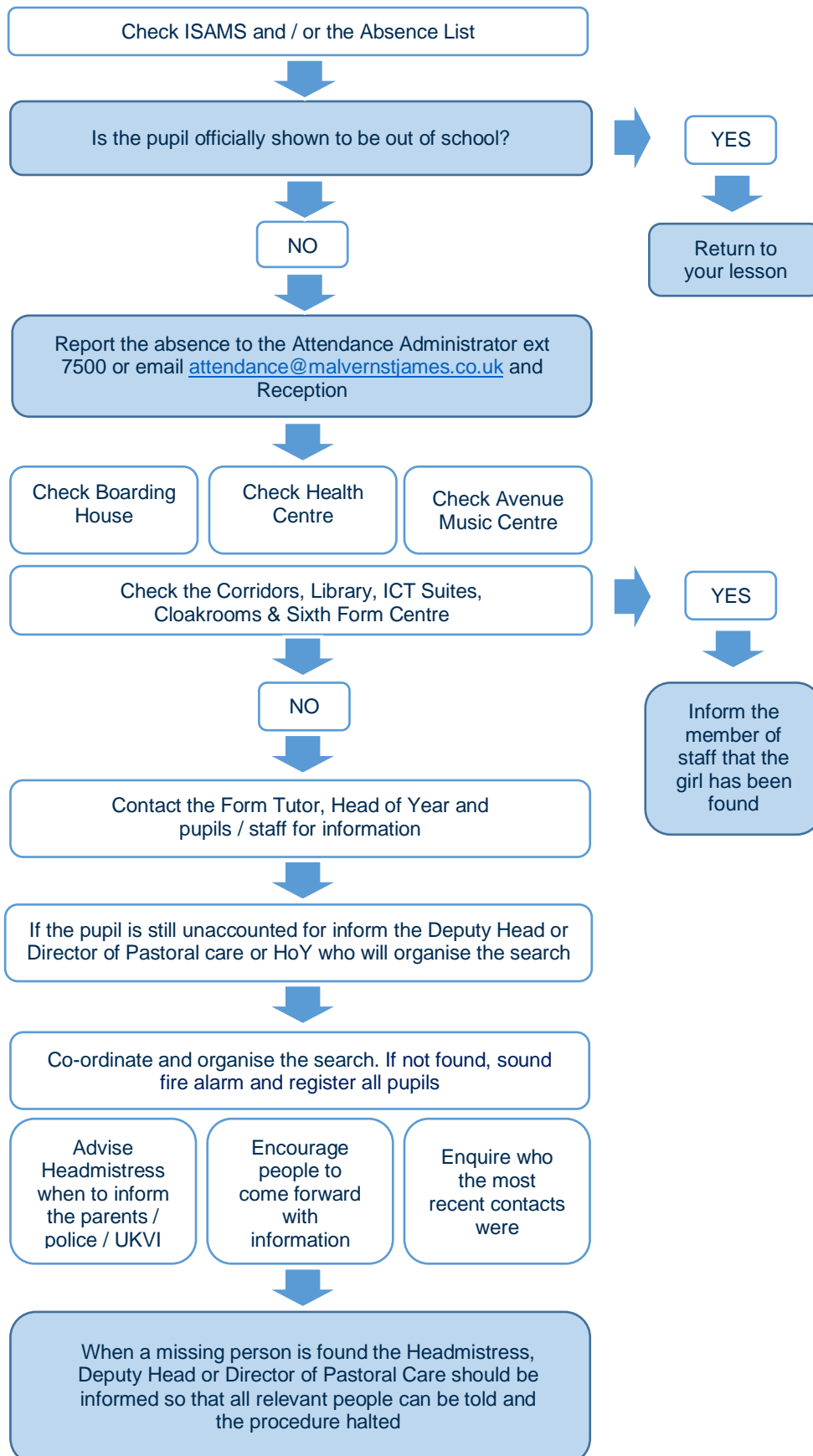
- Contact the Health Centre - check whether the pupil absent is unwell and resting there
- Phone the Boarding House and ask for a check to be made.
- Phone the Avenue Music Centre
- Physically check the School Corridor, Library, ICT Suites, Cloakrooms, Sixth Form Centre and Sports Centre
- Contact the Form Tutor and pupils/staff for information.
- If the pupil is still unaccounted for then inform the Director of Pastoral Care or the Deputy Head (or another member of the Senior Leadership Team, if they are not available)

A search will be co-ordinated, and the following actions will be carried out:

- The Headmistress, Deputy Head and as appropriate Heads of Year (in their absence a member of the Leadership Team) will be notified and will communicate with all relevant staff
- If the School has a pupil's mobile number (stored on ISAMS), the member of SLT notified will call or instruct another member of staff to do so
- All staff will be informed by email from the School Office
- If appropriate, the alarm will sound, and members of the School will respond accordingly
- A register is to be taken immediately to ensure that all other children are present
- Classmates and friends should be asked if they know of the child's whereabouts and when they last saw the missing child
- Information held in the School Office and any messages left for staff will be checked
- The immediate area will be searched thoroughly by staff including the Estates Team. The search will be organised and co-ordinated by member of SLT notified, also the Heads of Year (including EYFS) if appropriate. This is to include all areas, inside and outside spaces, cloakrooms, cupboards etc. Staff should carry mobile phones wherever possible.
- A member of SLT will call the parents and the police once a register has been completed. This will be within 15 – 20 minutes if the pupil is in Prep (including EYFS) and within 30 minutes for girls in the Senior School.
- The SLT will act on any Police advice
- The SLT will follow the Critical Incident Policy

- A base will be created in the Office where all information should be passed to the SLT and DSL. The DSL will contact the Worcestershire Safeguarding Children Partnership and the Chair of the Governing Body.

Flow Chart to show procedure to follow when a pupil is reported missing



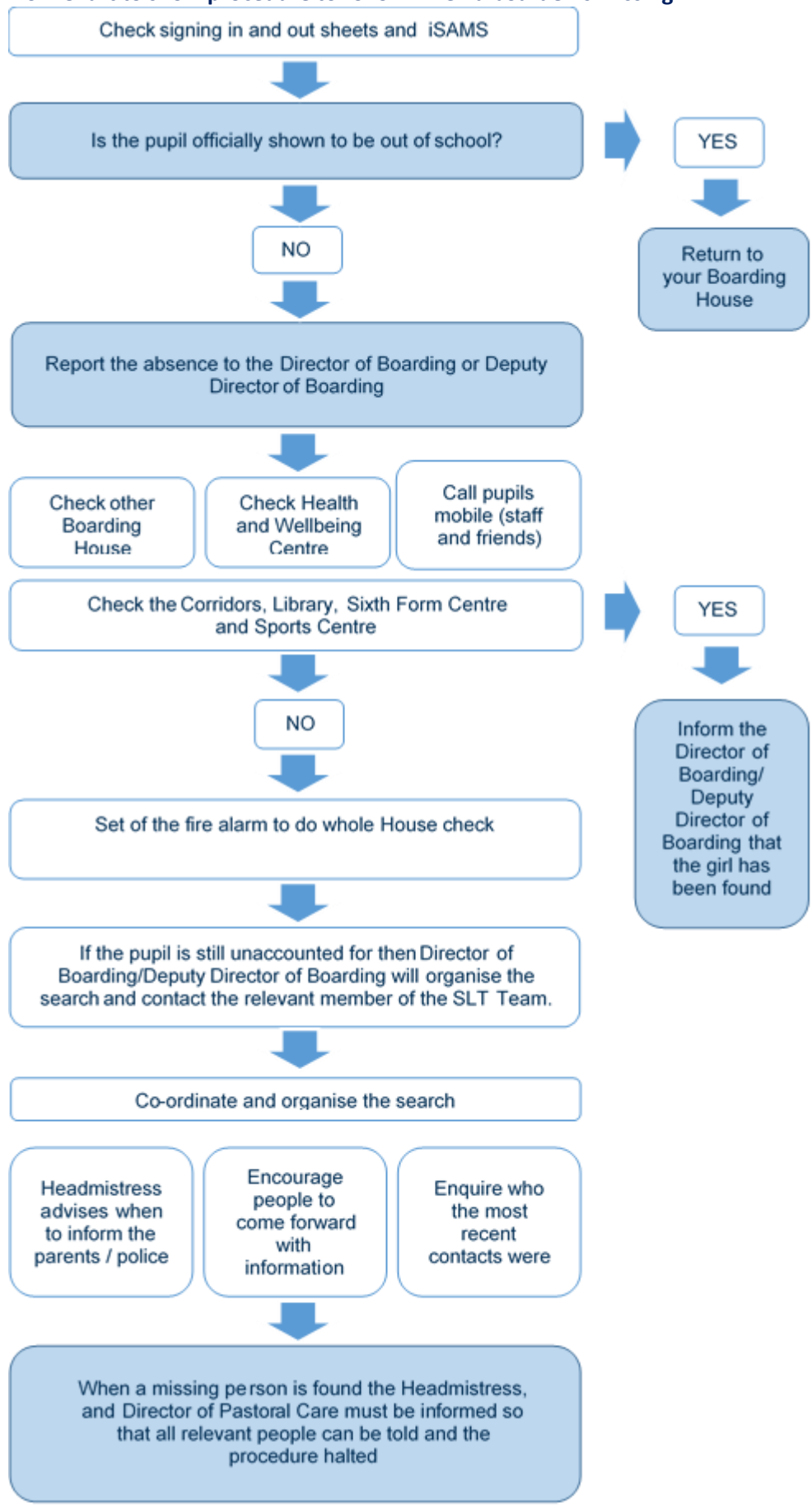
Appendix 3

Procedure to follow when a pupil is missing from a Boarding House

After the Health Centre has been called and the house registers have been taken:-

- The Headmistress, Deputy Head and Director of Boarding will be notified and will communicate with all relevant staff
- If the School has a pupil's mobile number (stored on ISAMS), the member of SLT notified will call or instruct another member of staff to do so
- All other Boarding Houses will be called and checked
- Room-mates and friends should be asked if they know of the child's whereabouts and when they last saw the missing child
- Information held in the Housemistress' Office and any messages left for staff will be checked
- The immediate area will be searched thoroughly by staff including the Night Watchman. The search will be organised and co-ordinated by member of SLT notified. This is to include all areas, inside and outside spaces, cloakrooms, cupboards etc. Staff should carry mobile phones wherever possible.
- The Fire Alarm will be set off so that all Boarding pupils can be registered
- A member of SLT will call the parents and the police once a register has been completed. This will be within 15 – 20 minutes if the pupil is in Prep and within 30 minutes for girls in the Senior School.
- The SLT will act on any Police advice
- The SLT will follow the Critical Incident Policy
- A base will be created in the Head of Boarding's Office where all information should be passed to the SLT and Designated Safeguarding Lead. The DSL will contact the Worcestershire Local Safeguarding Children Board and the Chair of the Governing Body.

Flow Chart to show procedure to follow when a boarder is missing



Appendix 4: Grounds for deleting a pupil from the school admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to her age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that she has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that she has ceased to attend the school and the proprietor of any other school at which she is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that she has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that she has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which she is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that she is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither she nor her parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that she has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was her absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that she is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that she has ceased to be a pupil of the school.
13	8(1)(m) - that she has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that she has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Children Missing Education (Statutory guidance for local authorities) – September 2018

Authorised by	Resolution of the School Council
Signature	
Date	21 March 2020

Effective date of the Policy	21 March 2020
Review date	February 2021
Circulation	Members of School Council / teaching staff / all staff / parents / girls [on request]