

Millfield English Language Holiday Courses (MELHC)

Student Registration and Absence Policy

We register students and monitor absence for a number of reasons, including but not limited to, the following:

To know where pupils are because we wish to safeguard all pupils in our care;

It is a legal requirement;

To promote punctuality, good attendance and reduce absence;

To be able to intervene to identify causes and address patterns of absence or lateness;

Registration provides an essential element of control to ensure pupils know they will be missed if they do not turn up where and when expected.

Practice

a) Morning in House

Houseparents or Assistant Houseparents will register students in their House each morning before breakfast. If a student does not attend registration within ten minutes of the appointed time, the Houseparent or Assistant Houseparent will check the room of the absent student. If the student cannot be located in the house the Pastoral Manager is informed so that they can allocate staff to assist with the search and contact the Centre Manager and Director of Holiday Courses and Events.

On an unsuccessful search the Director will then make a judgment based on time missing, student involved, circumstances of the absence and then either a) request a second search of the area, b) request a search of the local environment or c) telephone the local police.

If the student's absence is planned e.g. weekend trip or exam, the Pastoral Admin Assistant will inform the Houseparent in advance. All planned absences are recorded on Student Visit Request/Absence Forms and signed by the Director of Holiday Courses and Events, and the Centre Manager.

b) In English lesson registration

All teachers are required to register their class during each lesson; cover teachers should register for an absent tutor.

Teachers will record all pupils in the teaching group present or absent (using the most appropriate absence code) at the start of the lesson. Lateness should also be recorded. Records should be maintained on paper with an additional electronic copy if desired and depending on the Campus system. Where an electronic system only is maintained, the Academic Admin Assistant should print class lists each day for use in the event of a fire.

If a student has not arrived within ten minutes of the lesson start time, the teacher should either e-mail or telephone the Academic Admin Assistant, the student's full name and class should be provided. The Academic Admin Assistant will then check with the Medical Centre to see if the student is unwell.

If the student is not at the Medical Centre the Houseparent, Academic Manager and the Centre Manager will be informed and members of the Pastoral Team will commence a search for the missing student. The Director of Holiday Courses and Events will then be informed of the student absence.

On an unsuccessful search the Director will then make a judgment based on time missing, student involved, circumstances of the absence and then either a) request a second search of the area, b) request a search of the local environment or c) telephone the local police.

If the student's absence is planned e.g. weekend trip or exam, the Academic Admin Assistant will inform the class teacher in advance of lessons. All planned absences are recorded on Student Visit Request/Absence Forms and signed by the Director of Holiday Courses and Events, and the Centre Manager.

c) Afternoon Activities

Students are registered in the same way as for English classes. Registers are taken by Academy Leaders/Activity Leaders/Academy Assistants/Activity Assistants. If a student has not arrived within ten minutes of the activity/academy start time, the leader should either e-mail or telephone the Activity Admin Assistant, the student's full name and class should be provided. The Activities Admin Assistant will then check with the Medical Centre to see if the student is unwell. If the student is not at the Medical Centre the Activities Admin Assistant will pass the information to the Houseparent, Activity Manager and the Centre Manager. Members of the Pastoral Team will commence a search for the missing student.

The Director of Holiday Courses and Events will then be informed of the student absence. On an unsuccessful search the Director will then make a judgment based on time missing, student involved, circumstances of the absence and then either a) request a second search of the area, b) request a search of the local environment or c) telephone the local police.

If the student's absence is planned e.g. weekend trip or exam, the Activity Admin Assistant will inform the Activity/Academy Leader in advance of lessons. All planned absences are recorded on Student Visit Request/Absence Forms and signed by the Director of Holiday Courses and Events, and the Centre Manager.

d) Evening in House

Houseparents or assistants register students in their House before/following dinner (dependent on campus) and at the end of evening activities. If a student does not attend registration within ten minutes of the appointed time, the Pastoral Manager is informed so that they can allocate staff to assist with the search and contact the Centre Manager and Director of Holiday Courses and Events.

On an unsuccessful search the Director will then make a judgment based on time missing, student involved,

circumstances of the absence and then either a) request a second search of the area, b) request a search of the local environment or c) telephone the local police.

If the student's absence is planned e.g. weekend trip or exam, the Pastoral Admin Assistant will inform the Houseparent in advance. All planned absences are recorded on Student Visit Request/Absence Forms and signed by the Director of Holiday Courses and Events, and the Centre Manager.

e) Excursions

Students are registered at beginning of the excursion before leaving the campus. Students aged 13 years and under will remain with a member of Millfield staff at all times. Students aged 14 years and over may be allowed to be away from the designated member of staff for periods of up to one hour with a pre-agreed meeting time and place. Students are registered at agreed times during the excursion as identified on the excursion plan. If a student aged 14 years or over does not attend registration, the Coach Leader is informed so that they can contact the student using an MELHC phone. If the Coach Leader is not able to contact the student they will inform the Excursion Leader who will allocate staff to assist with the search and contact the Centre Manager and Director of Holiday Courses and Events.

On an unsuccessful search the Director will then make a judgment based on time missing, student involved, circumstances of the absence and then either a) request a second search of the area, b) request a search of the local environment or c) telephone the local police.

If the student's absence is planned e.g. weekend trip or exam, the Pastoral Admin Assistant will inform the Excursions/Operations Co-ordinator in advance of the trip. All planned absences are recorded on Student Visit Request/Absence Forms and signed by the Director of Holiday Courses and Events, and the Centre Manager.