

ATTENDANCE POLICY

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

- **Pupil Supervision Policy**
- **Boy Who Has (Or Seems To Have) Gone Missing Policy**
- **Trips and Educational Visits Policy**

REGISTRATION

The Boarding nature of Tonbridge School means that Boarding boys are on-site 24 hours a day during term-time unless parents have explicitly informed Housemasters on a given weekend, for example. Day boys tend to arrive at 8.00am and are encouraged to stay for as long as they need to take advantage of all that is on offer at School.

All Day boys must be registered in their Houses by 8.20am. The Housemaster must also ensure that boys are registered during lunch (this acts as the afternoon registration). Boys who have not registered in their House by 8.20am must sign in at Reception before attending Chapel or lessons. Registers must be filled in according to the guidelines outlined in Appendix 1. Registration closes at 9.35am. Reception will contact the parent of any boy who has not presented himself at school that day, updating the register accordingly.

Although there is no legal requirement to keep formal registers in Boarding Houses, Tonbridge School has taken the decision to implement a morning and afternoon registration session for the Boarding Houses too. In addition to morning checks and checks at lunchtime, staff on duty in Boarding Houses should also carry out formal checks at tea and at least once more in the evening, as well as a final check at bed time, to ensure that boys are present. In addition, we make sure that we know the whereabouts of Boarding boys by operating a signing-in and signing-out system in Houses and boys' mobile phone numbers are available to all staff.

AUTHORISED ABSENCE

Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments, or on compassionate grounds) should be sent to the Housemaster at least 2 weeks in advance where possible and the Housemaster will seek advice from the Headmaster on a case by case basis.

A parent of a Day boy who is ill, should email or telephone the Housemaster before 8.00am on the first day of absence. Any telephone calls or emails after that time should be directed to the School Reception, 01732 365 555 or Reception@tonbridge-school.org, who will inform the Housemaster. Parents of a boy who has been absent should, on his return to School, confirm the reason for the absence to his Housemaster in writing (email is acceptable). The School will always telephone parents or guardians in the case of an unexplained absence in order to make sure that a boy has not suffered an accident.

The School always strives to send parents the term dates over a year in advance in order that they can arrange their holidays without disrupting their son's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

APPENDIX I ATTENDANCE REGISTER GUIDELINES

All schools (other than Independent schools for Boarders only) must keep an attendance register on which, at the beginning of each morning and afternoon session, a boy should be marked present or absent. At Tonbridge this means at 8.20 am in the House and then again at lunchtime.

An oblique stroke is used to record presence, with a stroke in the reverse direction for the afternoon session. **(At Tonbridge there is no need to formally register Saturday afternoon although Housemasters should do a call at lunchtime and at 5.55pm. Staff taking teams away must ensure they know which boys are travelling back on the bus with them and must have entered details on the Sports Portal.)** Boys who are injured or otherwise unable to participate in games are recorded as 'Q' (no sport at all) or 'K' (non-contact sport permitted). These symbols acknowledge a boy's attendance at School and act in the same way as an oblique stroke.

Authorized absence will be shown in the register by one of the following symbols:

(unauthorised absence by an 'N' initially and then 'O' if no satisfactory explanation is supplied)

#	School Closed
C	Other circumstances, details to be recorded in the 'notes' box
G	Family holiday (not agreed)
H	Family holiday (for which leave has been granted by the Headmaster)
I	Illness
J	Attending interview with prospective University or possible employer
L	Late (after Chapel)
M	Medical/dental appointment (illness must be confirmed by a letter from parents)
N	No reason yet for absence (must be amended within 2 weeks)
O	Unauthorised absence
P	Approved sporting activity
R	Day of religious observance in the religious body to which the parents belong
S	Study leave
V	Educational visit
W	Work experience
X	Absent from School due to COVID isolation or quarantine

Any Day boy who arrives too late to attend call/attendance check at his House or Chapel must report to the School Reception who will amend the computer record and keep a written record. The Reception is open from 8.15am. The Receptionist will give details of late arrivals to individual Housemasters by email and amend PASS. This process should be done by 9.35am but any arrivals later than that should be communicated in the same way. Teaching staff are required to send to Reception any boy who arrives in their lesson, but is not yet registered as present on PASS. The Second Master's PA collates information regarding late registrations at Reception on a termly basis.

In the event of an emergency (i.e. fire alarm) the Receptionist should take the book out onto the Head with them, so that Housemasters can check who should be there.

If a boy is absent without reason the Housemaster (or House Tutor, if the Housemaster is away from School) must make contact with his parents or guardian at the earliest opportunity. See also the Boy Who Has (Or Seems To Have) Gone Missing Policy.

The registration file for a given year will be backed up regularly (not less than once a month) and be retained for 3 years after the end of the School year in question.