



ATTENDANCE POLICY

Reviewed and updated autumn 2023 | Next review autumn 2024

Introduction

This policy applies to all members of our school community. The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document. The School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the School's offices and should be read in conjunction with the following documents: Admissions Policy, Missing Pupil and Child Protection Policies. This document is reviewed annually by the Deputy Head Pastoral, or as events, legislation or procedural change requires. The School is committed to ensuring that the attendance register is maintained in accordance with The Education (Pupil Registration) (England) Regulations 2016, and the DfE Working Together to Improve School Attendance guidance (2022).

Attendance Register

The law requires all schools, including independent schools, to have both an admissions register and an attendance register. All pupils (regardless of age) must be placed on both registers. The School's Attendance Register is kept electronically using HubMis. Attendance registers are to be kept for at least three years. Paper copies of the registers can be printed at any time and summary statements of individual pupils is possible, should they be required. The attendance register contains the pupil's class/form group and an indication of whether the pupil is present or absent at any given morning or afternoon session.

Pupil absences are followed up promptly, on the day of absence, and parents are required to notify absences in accordance with the procedures set out below.

The School's Registrar along with nominated support staff are the only people authorised to put a new pupil on the register, in accordance with the Education (Pupil Registration) (England) Regulations 2006. It should be noted that the Admissions Register and Attendance Register share the same MIS.

The School's Attendance Register must include the following:

- The pupil's class/form group
- Whether the pupil is absent or present at any given morning/afternoon session
- Information about authorised and unauthorised absences including:
 - a) Attending an approved educational activity outside school (approved by the Head and supervised by a person approved by the Head, and including work experience or sporting activity)

- b) Unable to attend through exceptional circumstances (such as unavoidable closure of the school site or failure of the School's transport system where the home is not within walking distance)
- c) Taking authorised absence (granted leave of absence by the Head; unable to attend due to sickness; religious observance by the religious body the parent belongs)
- d) Taking unauthorised absence (if no reason is established when the register is taken, the entry may be corrected later)

All members of teaching staff are familiar with the procedure for taking a register in HubMis. For all pupils, the attendance register must be completed at the start of each morning session and afternoon sessions. It must show whether every pupil is:

- Present;
- Attending an approved educational activity outside school (approved by the Head and supervised by a person approved by the Head, including work experience or sporting activity);
- Absent;
- Unable to attend due to exceptional circumstances

The School will follow 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 be used before entering it on to the School's electronic register (MIS)

A pupil may be marked in the attendance register as unable to attend because of exceptional circumstances where the school site, or part of it, is closed or where transport normally provided for that pupil by the school or the local authority is unavailable. Where a pupil is attending another school at which he/she is a registered pupil he/she must be marked in the attendance register as attending an approved educational activity. DfE has a standard set of codes for schools to use in registers.

Absence and attendee codes

Pupils will 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.

- Code / \: Present in school (/ = am \ = pm)
- Code L: Late arrival before the register has closed
- Code U: Late arrival after the register has closed
- Code B: Off-site educational activity (approved supervised activity by the school)
- Code D: Dual Registered - at another educational establishment
- Code J: At an interview with prospective employers, or another educational establishment
- Code P: Participating in a supervised sporting activity (approved by the school and supervised by someone authorised by the school)
- Code V: Educational visit or trip, including residential trips organised by the school
- Code W: Work experience
- Code C: Leave of absence authorised by the school

- Code E: Excluded but no alternative provision made (but still on the admission register)
- Code H: Holiday authorised by the school (exceptional circumstances and application made in advance)
- Code I: Illness (not medical or dental appointments)
- Code M: Medical or dental appointments (counted as an authorised absence)
- Code R: Religious observance (treated as authorised)
- Code S: Study leave (authorised absence)
- Code T: Gypsy, Roma, and Traveller absence
- Code G: Holiday not authorised by the school or in excess of the period determined by the Headmistress
- Code N: Reason for absence not yet provided. When the reason for the pupil's absence has been established the register will be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time has passed, it should be replaced with code O (absent from school without authorisation).
- Code O: Absent from school without authorisation
- Code U: Arrived in school after registration closed

Absence procedures

Parents who wish to request a short period of absence (e.g. for a medical appointment) are asked to notify the Form Tutor and the School Office.

Parents who wish to request a longer period of absence (e.g. family bereavement) are asked to email the Head to request permission.

Parents are asked to let the School Office know if their child is absent and provide a reason, for example, because they are sick. Parents are asked to telephone on the first day of absence, in the morning by 09.15am. If a child arrives late to school or has missed registration their attendance will be tracked as soon as they use their badge to swipe in.

After registration closes, the Registration team will check registers to ensure all pupils are present and any unexpected non-attendance is followed up. If the absentee has siblings at the school, a member of staff would check the register to see if the siblings are also absent.

At 10.00am, if the child is unaccounted for and the parent has not contacted the school, then an attempt will be made by the School Office to contact the parents by telephone in the first instance and then by email if there is no response from a telephone call.

Children who are absent from education

Attendance, absence and exclusions are closely monitored. A child being absent from education for prolonged periods and/or on repeat occasions, and a child going missing from education is a potential indicator of abuse and neglect, including sexual abuse or exploitation, child criminal exploitation or mental health problems. The DSL will monitor unauthorised absence and take appropriate action including notifying the local authority, particularly where children are absent or go missing on repeated occasions and/or are missing for periods during the school day. Staff must also be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Two emergency telephone numbers are held for each pupil on the School's MIS. The School will report a pupil who;

- has ten days of unauthorised absence (other than for reasons of sickness or leave of absence),
- failures to attend regularly,
- is deleted from the school register, due to leaving the school at non-standard leaving points or when the next school is not known. In this last case, we are required to report the circumstances as soon as possible.

They will follow set procedures and notify the Deputy Head Pastoral as necessary.