



## **ATTENDANCE AND REGISTRATION POLICY FOR PUPILS IN YEARS 7 TO 13**

### **Introduction**

The College maintains an attendance register, which is completed at the start of each morning and each afternoon. For welfare, health and safety, pastoral and educational reasons, all pupils, including boarders and Upper School pupils (unless they have a study period in the afternoon), are registered at both intervals.

Registration is a key element of the College's safeguarding arrangements.

- If a pupil is not at school and we are not aware of the reason for his absence, we need to follow up with his parents/guardians to establish where he is.
- Whilst the pupil may simply be off sick at home with appropriate care, this may not be the situation. The pupil may be at risk of harm and may be in distress. The pupil may be involved in an incident of abuse taking place at home. The pupil may have been involved in an accident whilst on his way to school. The pupil may have been mugged whilst on his way to school. The pupil may be truanting (possibly because of anxiety about something happening at school).
- As the College's Safeguarding Policy states, a pupil going missing from an education setting is a potential indicator of abuse and neglect. Prolonged or repeated absences, or particular patterns of absence (with no satisfactory explanation) are treated by the College as a potential safeguarding issue and action is taken accordingly.

### **Morning and afternoon registration**

Morning registration (or roll call) which is taken between 8.35 and 8.45 in Form Rooms (including for Upper School pupils who have a study period during lesson 1) is the responsibility of the Form Tutors, and afternoon registration, which is taken between 14.40 and 14.50, is the responsibility of any colleague teaching Period 5, including when on cover.

The register should be taken on the Daily Report, but iSAMS (either on a PC or via the app) should also be used as a backup. Morning and afternoon registration must be completed within the above-mentioned two timeframes, and pupils should only be marked as: **present** or **present and late** or **absent (see absence codes below)**. It is important that any pre-entered absence codes are not overridden by Form Tutors in the morning or by subject teachers in the afternoon. It is also preferable for pupils to be registered for individual lessons (other than Period 5) in real time, and this must be completed in the lesson and submitted by 18.00 at the latest.

A pupil must be physically present in the room to be marked as such: he cannot be registered as present on the basis of an email or message that he has himself sent saying that he is going to be late, or from another member of the Form or teaching group.

If a colleague omits to register their group, or the register is incomplete (this can happen if iSAMS is used and the window is closed before the software has finished updating), they receive an automated email from the Deputy Master Pastoral & Co-Curricular. The colleague must respond to this reminder immediately and inform the Attendance Office of the relevant pupils.

If there are technical problems that prevent the register from being taken on the Daily Report or in iSAMS during the two registration windows, or a colleague has forgotten to take the register and received a reminder email, or he or she realises after registration that they have made an error when completing the register, the relevant School Office must be provided with an accurate list of those present. There are three options for doing so:

- either a list can be emailed to Kemi Odutola (Lower School Secretary) in the Lower School (for Years 7 and 8) or to Mahmuda Gunner (Attendance Officer) (for Years 9 to 13); or
- the colleague can call Kemi Odutola (x283) or Mahmuda Gunner (x194);
- or, as a last resort, the colleague can send a pupil with a list of those present to Kemi Odutola in the Lower School or to Mahmuda Gunner in the Attendance Office, Shackleton Block.

If a colleague is asked to cover a morning registration or Period 5, the Daily Report will be set up for them to take the register on there. If this is not the case, or there are other technical problems preventing them from taking the register, this should be submitted by one of the alternative methods listed above.

Names of colleagues who do not register their groups are sent to the Senior Deputy and Assistant Head Pastoral, so they should email them and Nina Firkin (PA to the Deputy Master (Pastoral)) if they are unable to complete registration for a legitimate reason.

### **Lateness**

If a pupil arrives after the register has been taken but within the registration window, he should be marked as present and late, and the Daily Report (or, if used, iSAMS) should be refreshed so that this information is captured.

If a pupil arrives at school after 8.45, or to Period 5 after 14.50, he should be asked to sign in at the Lower School Office or the Attendance Office (as appropriate) before joining a lesson.

### **Registering pupils involved in other activities**

In addition to Form Tutors and those teaching during Period 5, any colleague with a pupil or group of pupils in front of them at 8.35 or 14.40 must take a register. In these cases, iSAMS, rather than the Daily Report (which is only set up for timetabled classes), should be used to register the pupils; if there are technical difficulties, the relevant office should be emailed or telephoned (as above).

The procedure for Games registration is as follows:

- The Director of Sport and his team send out arrangements for Games registration each week.
- Games begins officially at 14.40; the registration window is open from 14.00 to 15.00. Pupils are registered with iSAMs.
- If a pupil arrives to Games after 15.00, he should be sent to the relevant office, or his name communicated to either Kemi Odutola (Lower School Secretary) for Lower School pupils or Mahmuda Gunner (Attendance Office) if a Middle or Upper School pupil. This should be done via telephone, email or the dedicated Games Registration WhatsApp group.
- At 15.00, Mahmuda Gunner (Attendance officer) or Jo Hart (Upper School Secretary) or Lisa Hillgrove (Lower School Secretary) (as applicable) sends the Games panel a list of those who have not been registered via WhatsApp. All members of the Games panel are briefed on the importance of responding to WhatsApp messages in the Games Registration WhatsApp group, in order that all pupils are accounted for.
- At 15.30 either Lisa Hillgrove (Lower School Secretary) or Mahmuda Gunner (Attendance Officer) as applicable) contacts the parents of pupils who should be at Games but who remain unregistered, and at 15.45 sends a final list of those unregistered to the Games panel.

For co-curricular activities such as outings, sports fixtures, rehearsals, and so on, a list of planned participants should be emailed to Lisa Hillgrove (Lower School Secretary) or Mahmuda Gunner (Attendance Officer), as appropriate, two to three days in advance. This list does not constitute a register, so this needs to be taken on the day of the activity itself at either 8.35 or 14.40 via the iSAMS app or by emailing or telephoning the relevant office. The register must be taken at 14.40 whilst on the trip even if pupils have attended morning roll call prior to attending the trip. If a group of pupils is on an outing for the whole day, the School Office only need be contacted once, at 8.35 (and not again in the afternoon).

### **Leaving the College campus**

If a pupil needs to leave school early, his parents should contact their son's Form Tutor beforehand (copying in the relevant school office or completing the Absence Reporting Form located on the Parent Portal of the College Website: <https://www.dulwich.org.uk/parent-portal>) giving the reason for his early departure.

The pupil must sign the signing-out book in the Lower School Office or the Attendance Office (as applicable). At the end of each day, the Attendance Officer emails a list of pupils in Years 9 to 13 who signed out to Form Tutors, who should ascertain and/or corroborate the reason given. Cases of pupils signing out early from the Lower School are monitored by the pastoral team.

If a pupil is ill, he must report to the Medical Centre in the first instance. Following an assessment, he may be discharged to home. The Medical Centre provide a list of pupils current in the Medical Centre at roll call and afternoon registration and confirms to Lower School Secretary or Attendance Officer if a pupil is sent home. Under no circumstances should a pupil self-certify his own illness and leave the College.

All Upper School pupils should be on site during Periods 1 to 4 (including at break and study periods) but they are permitted to go home after Period 4 (but not earlier) if they have a free afternoon. Upper School pupils who are free Period 5 and choose to remain in school should sign in at the Attendance Office so that it is known that they are on site in an emergency.

Removes should remain on site during the lunch hour unless they have a free afternoon and are leaving the College for the day. Upper Sixth Formers may leave the College campus from 13.15 to 14.30 if they have afternoon lessons.

If an Upper School pupil needs to leave the campus at a time when he should be in school, permission must be obtained from the Head of Upper School, his or her Deputy, or the pupil's Head of Year. Furthermore, a parental notification of this absence must be sent via the Absence reporting form.

All other pupils must remain on site for the duration of the school day.

### **Absence**

The College uses the following absence codes in its attendance register:

<b>U</b>	<b>Late arrival (after 9.30 or 15.15)</b>
<b>I</b>	<b>Illness (not medical or dental appointments)</b>
<b>A</b>	<b>Medical or dental appointments</b> (including physiotherapy appointments; counselling; etc)
<b>M</b>	<b>Medical Centre</b>
<b>V</b>	<b>Educational visit or trip</b>
<b>P</b>	<b>Participating in a supervised sporting activity (not Games)</b>
<b>B</b>	<b>Off-site educational activity</b> (e.g. Outdoor Centre)
<b>S</b>	<b>Study leave</b> (including Liberal Studies not running)
<b>W</b>	<b>Work experience</b>
<b>J</b>	<b>Interview with prospective employers or another educational establishment</b> (eg university)
<b>Q</b>	<b>University visit (not interview)</b>
<b>H</b>	<b>Holiday authorised by the College</b>
<b>G</b>	<b>Holiday not authorised by the College</b>

<b>E</b>	<b>Excluded (including suspended)</b>
<b>R</b>	<b>Religious observance</b>
<b>C</b>	<b>Leave of absence authorised by the College ('other')</b> This is warranted by exceptional circumstances only (e.g. wedding of a family member; family bereavement; driving test). Permission must be granted by the relevant Head of School.
<b>#</b>	<b>Planned College closure</b> (e.g. last afternoon of term; preparation for Founder's Day)
<b>X</b>	<b>Not attending in circumstances relating to coronavirus (COVID-19) or not required to be in school</b>
<b>Y</b>	<b>Unable to attend owing to exceptional circumstances</b> (eg closure of the College site, or part of it, due to an unavoidable cause; transport provided by the College is not available and where the pupil's home is not within walking distance; a local or national emergency has resulted in widespread disruption to travel; there are issues with a pupil's visa).
<b>Z</b>	<b>Pupil not on admission register</b>
<b>N</b>	<b>Reason for absence not yet provided</b> If no reason for absence is provided after a reasonable amount of time it should be replaced with the code O.
<b>O</b>	<b>Absent from school without authorisation</b>

Non-routine leave of absence, including leaving before the end of term, can only be authorised by the Head of School, or, in his/her absence, his/her Deputy, and requires at least one week's notice.

Where the Form Tutor receives notification of a pupil's absence after roll call, he/she informs the relevant School Office as soon as possible.

### **Following up absences**

The College follows up on 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.

It is essential that the information given to the Lower School Secretary and the Attendance Officer is accurate and up-to-date when the register is taken so that parents are not contacted unnecessarily. Any absences for which the reason remains unknown by 9.30 are followed up by a text message and then a telephone call to parents. If this remains the case by 10.00, the pastoral team is informed. If any pupil becomes unaccounted for in the afternoon, the Lower School Secretary or the Attendance Officer (as applicable) contacts home by text message, and then a telephone call. If this remains the case by 15.30, the pastoral team is informed.

Email responses to text messages or telephone calls are forwarded to the Form Tutor for his or her records; if the Lower School Secretary or the Attendance Officer is concerned about the reason given, the pupil's Form Tutor and Head of Year are informed. Where the reason for a pupil's absence on the previous day remains unknown, this becomes a pastoral matter, so the Lower School Secretary or the Attendance Officer reminds the Form Tutor to contact home. If the Form Tutor or Head of Year is subsequently able to ascertain the reason for a pupil's absence, they must inform the Lower School Secretary or the Attendance Officer so that the N in the register can be replaced with the relevant code.

If a pupil is absent from school for more than two days, the Form Tutor should contact home to ask about the pupil's health and wellbeing (even though contact will normally have been made with and the relevant information passed on to the relevant office).

On a fortnightly basis, attendance reports, produced by the Attendance Officer and the Assistant Head Pastoral, are reviewed by pastoral teams in order to:

- identify pupils who are regularly late or with attendance of less than 90%, and intervene as necessary;
- review each absence with the code N and, if the reason is still not established, replace this with an O (an N must not be allowed to remain in the register indefinitely).

At the end of each month, the Assistant Head Pastoral downloads and reviews the attendance register for Years 7 to 13 in accordance with ISI regulations. A paper back-up copy of the central attendance register (organised by Year Group and by month) is stored in the Attendance Office.

### **Reporting on absence**

Any pupil who fails to attend school regularly or is absent without leave for more than ten consecutive school days will be notified to the local authority.

### **Breach of this Policy**

We are failing in our responsibilities to our pupils if we do not register their attendance and follow up on their absence. In addition, failing to carry out registration puts the College in breach of its legal obligations and at risk of a finding of non-compliance on inspection.

Persistent failure by a member of staff to comply with this Policy is likely to result in disciplinary action.

### **Further guidance**

This policy draws on the following guidance:

- Education (Pupil registration) (England) regulations, 2006
- Children missing education, DfE, September 2016
- Keeping children safe in education: Statutory guidance for schools and colleges, Annex B
- Working together to improve school attendance: Guidance for maintained schools, independent schools and local authorities, DfE, September 2022

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<b>Policy Owner:</b>	Senior Deputy
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