

REGISTRATION & ATTENDANCE POLICY

Prior Park College

<p>Policy Owner</p> <p>Deputy Head, Pastoral</p>	<p>Applies to</p> <p>Prior Park College (PPC)</p>	<p>Superseded documents</p> <p>Registration and Attendance Policy v3</p>
<p>Associated documents</p> <p>Fire Policy Fire Risk Assessment Safeguarding Policy Health and Safety Policy Behaviour Policy</p>	<p>Review frequency</p> <p>Every year (unless the legislation/regulations update before this time)</p> <p>Implementation date</p> <p>22 September 2023</p>	<p>Legal Framework</p> <p>KCSIE 2023 The Education Act 1996 The Education Regulations 2016 Working Together to Safeguard Children 2018 Children Missing Education 2016 Working together to improve school attendance (DfE Guidelines) Sept 2022 Advice on school attendance 2019 Summary table of responsibilities for school attendance Sept 2022</p>

This policy is reviewed annually, or more regularly as required, prior to approval by Trustees, where applicable.

Last reviewed by:	Deputy Head Pastoral (Mrs Isobel Burton) and Head of Compliance (Miss Emma Wickham)
Date last reviewed:	August 2023
Approved by Trustees:	Approved by Head (Mr Ben Horan)
Date last approved:	21 September 2023
Date for next approval:	September 2024

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

This recognises the specifically Catholic Christian nature of the College, whose motto ‘Deo duce, Deo luce’ (God our guide, God our light) sets the love of God as central to our school.

Prior Park Schools Values:

Curiosity - Generosity - Courage

2. Policy Aims

The aim of this policy is to ensure that children maximise their entitlement to education by promoting attendance at school. Prior Park College is involved actively in monitoring attendance, thus seeking to promote and to improve attendance.

Ensuring school attendance is a key component of the partnership between home and school. Once a child becomes a registered student it is a parental duty to ensure attendance at school. The school is accountable for the levels of attendance by the students in order to ensure that a young person’s right to education is not overlooked.

3. Principles

- a. Parents of registered Students have a legal duty to make sure that children of compulsory school age attend on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved.
- b. Every half-day absence from school must be classified by the school (not by parents) as either **AUTHORISED** or **UNAUTHORISED**. Therefore, information about the cause of each absence is always required.

1. Authorised absences are mornings or afternoons away from school for a good reason (i.e. illness or other unavoidable cause).
 2. Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes keeping children off school unnecessarily, truancy, unapproved holidays in term time, attendance at events not agreed by the school and any absences which have not been properly explained.
- c. Any problems with regular attendance are best sorted out between school, the parents and the student. If a student is reluctant to attend it is never better to give in to pressure to excuse attendance. Parents should contact the Form Tutor and HsM, aiming to work together with the staff to resolve problems. This is in line with the DfE's guidance on [Working together to improve school attendance](#).
- d. Students who have exceeded compulsory school age and have chosen to stay on at school will be expected to abide by Prior Park College expectations on attendance. Parents of such students remain in partnership with the school in promoting the best possible attendance.

PPC recognises that it must inform the local authority if any student is deleted from the attendance registers where they are said to be being educated at home, have been certified as medically unfit to attend school, have been permanently excluded, or other circumstance giving concern. We have a duty to ensure that children of compulsory school age and who are missing education are followed up to avoid risk of abuse. CME service for B&NES can be contacted on 01225 394241 or CMES@bathnes.gov.uk

4. Registration

Students at Prior Park College are registered in the morning (8.30am) and the afternoon (2.15pm) in line with the requirements of the Department of Education.

All staff should complete a register each lesson to ensure student attendance.

The notation used is that defined by the DfE (as below in point 6).

All Students are registered, irrespective of age (i.e. Sixth Form as well as those below the age of 16).

All children are entitled to a full-time education which is suitable to their age, aptitude and any special educational needs they may have in line with the standards of Keeping Children Safe in Education (KCSIE). To safeguard their right to education all children admitted to Prior Park College are entered on to Attendance Registers, accessed through iSAMS.

This Registration and Attendance Policy explains our system and attempts to promote good attendance. Whilst we no longer have to submit statistics for external record, we do scrutinise attendance on a weekly and termly basis in order to be aware of any issues. The Attendance Register and Registration print outs are kept for three years before being securely destroyed.

Registers are taken electronically, and data recorded on the iSAMS system. Any late students are asked to report to Reception so that attendance can be established.

PPC recognises its duty to inform the local authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

Housemaster/Housemistresses (HsMs) must be kept informed of patterns of attendance by Tutors. Any unauthorised absence must be raised immediately with HsMs. The house-based system is an easy exchange of information between HsM and Tutor, including completing our need to fulfil a "First Day" contact system in event of absence (i.e. if parents do not ring in or email the Tutors or PPCAttendance@priorparkschools.com) we will contact parents on the first day of any absence. The weekly house tutor meeting ensure tutor teams reflect on weekly attendance patterns as a team.

The demands of fixtures, CCF trips, school outings and the busy life of the school tests the registration system, but careful House team co-ordination and liaison with teachers running activities will ensure correct records.

5. Procedures

The school applies the following procedures in deciding how to deal with individual absences.

a. Illness and other legitimate reasons

If a student is unfit for school, parents should email absence.ppc@priorparkschools.com or their child's Tutor. This will be verified by contact from home, by telephone or by e-mail. Absences will not be authorised without this procedure. In exceptional circumstances, further evidence of illness (such as a doctor's note) may be requested.

Other reasons for absence must be discussed with the school each time. Notes will not necessarily be accepted as providing valid reasons. The school will not normally authorise absences unless they are caused by unavoidable circumstances.

b. Holidays

All holiday leave in term time is to be discouraged, as it disrupts academic progress and may place a student at a disadvantage. The school has long holiday periods and parents are asked to use these published vacation times. HsMs are able to authorise a legitimate absence (a family funeral or university visit for example) for up to 24 hours. Any holiday leave in term time that is longer than that period, or frequent requests are at the discretion of the Deputy Heads Pastoral and Academic. Provided the request is made in advance in writing, leave for up to 10 days per school year may be granted, provided the student's attendance record is otherwise satisfactory.

Leave may be refused where a student has already missed a lot of work or at crucial times of the year (e.g. during exams). In general, the school would wish to discourage such requests, but recognises that exceptional circumstances may occur. Requests for absence in years 10 to 13 (Lower 5 to Upper 6) are particularly unhelpful. Requests for leave beyond 10 days a year can only be entertained in rare circumstances.

c. Lateness

Children must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Late arrival during the registration period will be denoted with the code L. Late arrival after the registration period will be denoted with the code U. Awareness of patterns of lateness is vital in discouraging slippage and getting prompt attendance.

6. Registration Procedures and Registration Categories

- a. Registration occurs at 8.30am in their Tutor Group or House (dependent on the day) and at 2.15pm with their Tutor or in House. There may be occasions when students are registered in period 5 with their subject teacher.
- b. Staff should take a register for every lesson to maintain best practice and track student individual lesson attendance.
- c. Registers are legal documents and must be kept strictly in accordance with the regulations. Marking registers properly is fundamental to a whole-school approach to promoting attendance.
- d. Standard notation: - key codes that are routinely used.

Absence and Attendance codes: basic codes

Present = denoted by a forward or reverse oblique / \

L = Late (before registers close; i.e. before 8.50 am or 2.30 pm)

U = Late (after registers close, i.e. after 8.50 am or 2.30 pm)

P = Approved sporting activity (taking part in fixture, including CCF activity)

V = Educational visit/trip (organised school trips and visits)

W = Work Experience (Students 15-16 undertaking supervised work placement)

S = Study Leave. Registers must be annotated throughout any Study leave periods.

C = Leave of absence granted by the school

#- school closed (e.g. a Bank holiday or a closure due to bad weather)

X- student not required to be in school (e.g. due to age or relevant to a group excused school)

Absence = denoted by () and add symbol when known.

Authorised absence

D = Dual registered at another school

E = Excluded (no alternative provision made)

F = Extended family holiday (agreed)

H = Family Holiday (agreed)

I = Illness

J = Interview

M = Medical/Dental appointments

R = Religious observance

T = Traveller absence

Y = Unable to attend due to exceptional circumstance e.g. local/national emergency

Unauthorised Absence

G = Family Holiday not agreed or days in excess

O = Unauthorised absence (not covered by other code or description)

N = No reason yet provided - **this is a temporary code and will be amended once information is received or replaced by O if a valid reason is not provided.**

** In event of any unauthorised absence alert HsM, who will speak to Deputy Head Pastoral. The key codes are / \ for present and () for absent, with no blanks left in a register Explanatory codes should be added/provided as possible.*

Unauthorised Absence: denoted by "O". No satisfactory explanation received. Please note it is the school who decides if an absence is authorised. A note from parents is not in itself grounds for authorisation, it depends on what it says.

Lateness: Late within the registration period - L.

Late after the registration period or without acceptable reason - U. Such Students must report to Reception.

7. Register Checklist for Tutors and Teachers

Please ensure you do the following:

- 1) Complete your register morning and afternoon, ensuring an entry for every student. If a student is absent without a reason, then a temporary N code must be used.
- 2) Morning Registration 'N' codes will be appropriately managed by the appointed person(s).
- 3) Afternoon registration 'N' codes will be appropriately managed by the appointed person(s)*.
- 4) Identify those with attendance problems to HsM (who will liaise with the Deputy Head Pastoral)
- 5) Confirm attendance and check patterns with the House team every week.

**Period 5 attendance will be managed by different staff members depending on the calendar. For the most part the role falls to PPC's Exams Officer, however, during periods of internal and external examinations, which will take priority, in which case the Reception team will complete.*

8. Contact with parents

We expect parental contact with the school on the first day of unforeseen absence. We expect prior notification of any appointments.

If a child is away and parents do not contact us, then the appointed staff members (as denoted above) must contact them on the first day to ensure all is in order.

9. Promoting Attendance

- a. Prior Park College is committed to working with parents as the best way to ensure as high a level of attendance as possible. Students are registered at the start of morning school and the start of afternoon school. The Form Tutors informs the HsM of any significant trends in attendance, giving attention to improvement as well as problems. Weekly discussion of attendance is a standing item for House team meetings. The Deputy Head Pastoral monitors attendance and downloads material to keep records.
- b. Praise and more tangible rewards (e.g. book tokens) can be used to reward 100% attendance and improved attendance. This will be a matter for judgement in a House (and may be unnecessary in a boarding house). HsMs liaise with the Deputy Head about any problems of attendance, with parents contacted about the issue and students counselled about their attendance.
- c. Figures on attendance (for the individual student) and comments from tutors on attendance can form part of the reporting procedure to parents.
- d. Parents' Evenings and arranged meetings can provide an opportunity to meet with Form Tutors and HsMs, allowing problems of attendance to be discussed. On a routine basis, parents are encouraged to speak to Form Tutors and HsMs, who are readily available.
- e. If a child is absent and no message is received by the student's Form Tutor, telephone contact must be made with the parent on that day. If a child is absent (and a message is received) a routine telephone contact from the Form Tutor may occur, if the child has not returned, to check on progress.

- f. In the event of absence beyond a few days, parents should contact the Form Tutor who will arrange for work to be set for the child to complete at home.
- g. Teachers are required to check the level of attendance at every class they teach. The 'Missing Students' channel (Microsoft Teams) should be used to query the whereabouts of a student if they are not in a lesson but is marked present that morning or afternoon. Tutor or HsM should also be contacted if there are concerns a student has missed a lesson. iSAMS allows a record of attendance at all classes to be maintained.

This system is designed to guard against "internal truancy", this is Students who attend school but seek to avoid certain classes.

- h. Punctuality throughout the day will be monitored and continuity of teaching provided to foster good student attendance.
- i. Home-School contracts are unnecessary in normal circumstances at Prior Park College, given the mutual commitment of school and parents to maximise educational opportunity. However, concerns about attendance by a student may necessitate an agreed document being created.
- j. Registration data is saved on iSAMS. An electronic copy of weekly registers is kept by the Deputy Head Pastoral, who reviews the data.

10. Responding to Concerns

Registration Tutors and HsMs will form a good overview of the wellbeing and attendance of students they see every day in their house.

- 1. If a Tutor or HSM has a concern, they should record their concerns on CPOMS under the attendance category.
- 2. Any action plan to improve attendance should be recorded via CPOMS by the student's HSM.
- 3. A clear record should be kept of all contact made with the parents via CPOMS and the nature of that contact and notes/minutes of any conversations held with parents to improve attendance.
- 4. Any concerns can be reviewed with the school's A&WSO (Attendance and Welfare Support Officer) and safeguarding team.
- 5. There is a distinction between children who are absent from education and children missing education.
- 6. It is important to recognise that Emotional Based School Avoidance (EBSA), can be a result of factors including mental health.
- 7. The safeguarding team may refer to the Attendance and Welfare Support Service (AAWSS) for the following:
 - a) Unexplained absences of ten consecutive days,
 - b) Continued unauthorised absence, patterns of irregular attendance,
 - c) Before removing a child from the school roll if the destination school is not known or there are other safeguarding concerns,
 - d) If the school has been unable to contact parents,
 - e) If the school is concerned that absence may be condoned by parents/carers
 - f) School refusal,
 - g) If the school is concerned that a pupil's absences may be due to emotional or medical difficulties
 - h) Illegal child employment,

- i) If the child/young person is a vulnerable learner, for example: those with special education needs & disability.
8. If there are genuine health reasons why a pupil cannot regularly attend school, consideration should be given to the best way to support the sick pupil's education. If the pupil is not attending school at all you will need to consider a referral to the Single Point of Access (SPA) Panel to request Hospital Education & Reintegration Service (HERS).
9. Further actions may be taken by the A&WSO and DHP to refer to the LA if early school help cannot improve outcomes.
10. The DH Pastoral will contact the Children Missing Education Service at Manvers Street if a student has been absent from school for 10 consecutive days. CMES@bathnes.gov.uk. Tel 01225 394241
11. Be aware of the range of support available from external agencies through the Early Help Assessment (CAF) process available in Bath and North East Somerset. The integrated Working Team can be contacted on 01225 395021 (Team Administrator), 01225 395308 mob 07977 228307 (Bath area Assessment & Information Officer), 01225 395092 (Integrated Service Manager). E-mail to earlyhelp@bathnes.gov.uk. This will be appropriate if working with CMES reveals underlying issues.

11. Absence Policy- Missing Classes

a. General Principles

The benefits of student attendance are maximised through excellent teaching and learning. This section explains the process for protecting teaching time whilst allowing a rich variety of activities to occur.

Lessons are vital. Absences from lessons should be, therefore, rare and approved only after thorough consideration by a member of SLT in conjunction with the Housemaster or Housemistress.

b. Departmental Outings, Field Trips and Visits

Careful consideration must be given to the impact of absences, the costs and benefits of any outing. Events must be planned well in advance and agreed through the Calendar Committee. Ideally, events will be programmed by July for the following academic year and be reflected in Schemes of Work and budgets. Late notice means that some events cannot be consulted.

Teaching of public exam classes (L5 to U6 inclusive) takes precedence over everything except Whole School Mass and traditional events. Thus, fieldwork and industrial site visits must be placed with care for other subjects and the child's wider educational programme. Holidays periods are better for overseas trips and exchanges.

c. Sports Fixtures

Fixture lists should be constructed so that the norm of one fixture per team per week is observed. Departures from this standard must be justified to the Deputy Head Pastoral and agreed by the Head.

Mid-week fixtures must fit easily into the school routine, avoiding Students attending class in games kit and eating a hurried meal at lunchtime. Overall, midweek fixtures must avoid overburdening Students and staff.

Fixtures should not be agreed with other schools until and unless they have been approved by the Assistant Head, Activities. Fixture proposals are to be brought to the attention of the Deputy Head Pastoral, who may discuss proposals with PPC SLT before approval is given.

The member of staff leading any trip is responsible for registering Students attending the trip. A list of students attending should be communicated to reception and the relevant HsMs. Registers should be marked as V for Students.

d. Combined Cadet Force & Duke of Edinburgh Field Expeditions

The College has a strong traditional affiliation to the CCF. Part of this tradition is a “field day” where cadets are engaged in military activities for the day.

The Duke of Edinburgh scheme has also utilised this field day in recent years. This leaves U6 Students to have a study day in school, supervised by remaining staff, with some U6 teaching remaining possible. Based on tradition one field day will remain.

All other Duke of Edinburgh and CCF expeditions should take place in the time allocated weekly, at weekends or in holiday time.

e. Internal Disruption

The traditional and necessary functioning of the College routine will cause some disruption, for example, the need to promote the School through Open Days, Parental visits, the Science Fair and participation in important events. Nonetheless, in planning the Head, Deputy Head Academic and Deputy Head Pastoral will act to reduce such disruption to a necessary minimum.

For further information please see guidance published by the Department for Education:

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, students and parents.

12. Notification of Home Education

Where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications should be made:

- The CMEO must be notified of all decisions.
- If the child is already known to B&NES Children’s Services, their allocated social worker should be notified immediately
- If the child is not known to B&NES Children’s Services, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to B&NES Children’s Services.
- If the child has an EHCP, the local authority will need to be informed so they can review the plan, working closely with parents and carers.

13. Part-time timetables

In very exceptional circumstances, where it is in a student’s best interests, there may be a need for a temporary part-time timetable to be put in place. This may be due to a medical condition or recuperation. A part-time timetable should always be discussed with the child’s parents and any professionals involved with the child.

A part time timetable should not be used to manage a student’s behaviour.

If it is deemed necessary that a student should have a part-time timetable, then the local authority will be informed and updated termly.

Appendix A- Registration Process



School Registration Process

Parents should be emailing absence.ppc@priorparkschools.com but at times they may email Tutors, HsMs, Reception directly to notify us of absence.
If you receive such an email **it is your responsibility** to mark absence on register.

**Morning
Registration
8.30am**

**Afternoon
Registration
2.15pm**

Tutor will register students. If a student is not present and there has been no contact from parents then mark as N.

Tutor will register students. Students to be marked as Present or N (unless box is pre-filled)

The appointed person will follow up on incomplete registers by contacting Tutors. These must be completed as a priority.

The appointed person to follow up on incomplete registers by contacting Teachers. These must be completed as a priority

For any students marked N - The appointed person will check Pd 1 lesson registers and where applicable will contact parents by 10.00am.

For any students marked N - the appointed person will check sign out, pd 6 lesson registers and where applicable will contact parents by 4.00pm.

Appendix B- Missing Child Process



RESPONSE TO AN INCIDENT OF A MISSING CHILD

