



DAUNTSEY'S SCHOOL

ATTENDANCE POLICY

Aims

At Dauntsey's we recognise the importance of school attendance so that pupils can reach their full potential and make the most of the opportunities available to them at school. School attendance is a key indicator for pupil attainment, wellbeing and future life chances and an important protective measure for vulnerable children as frequent absences particularly on repeated occasions may indicate a safeguarding concern.

Please also refer to:

- Dauntsey's Safeguarding and Child Protection Policy
- Dauntsey's Missing Child Procedure
- Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (2024)
- Keeping children safe in education (2024)

Senior Attendance Champion

The Senior Attendance Champion (SAC) is Mrs Caroline Jones. The SAC is responsible for the strategic approach to attendance and for monitoring attendance. Attendance data is shared with the safeguarding team, governors, staff and Wiltshire Council as needed.

Parents

Parents are responsible for reporting any absences via My School Portal Parent Forms:

- Absence from School Owing to Illness
- General Absence Request Form
- Exceptional Absence Request Form

Absence from School Owing to Illness

Parents should report absences due to illness via My School Portal using the “Absence from school owing to illness” form. Where a child is absent due to illness for more than one day parents should contact the school daily via My School Portal. Longer term absences should be backed up by a medical note which should be uploaded as an attachment.

Parents are encouraged to refer to the NHS guidance if uncertain whether to keep their child away from school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

General Absence Requests

This form in My School Portal should be completed by parents requesting absence for the reasons listed below. All general absences will be approved or otherwise by the housemaster/mistress/tutor.

Medical and Dental Appointments for Day Pupils – routine appointments should be arranged outside of the normal school day wherever possible. Where appointments unavoidably take place during the school day the pupil should sign out at Reception once approval has been given.

Medical and Dental Appointments for Boarding Pupils – if appointments for boarders have to take place during the time they are at school the Medical Centre staff will make the necessary arrangements with parents. If transport and a chaperone is required then parents will need to complete the relevant request in MSP at least 48 hours prior to the appointment.

Requests for other general absences may include for religious observance, bereavement, university visits etc and parents should submit their request via My School Portal.

Exceptional Absence Requests

Requests for absences for exceptional circumstances including early departure at the end of term, late return at the beginning of term, attending family events, participating in sporting events etc should be submitted via the form in MSP and will require authorisation by either the Second Master or Head Master.

Other Periods of Leave

The school will determine details of Study Leave for pupils in the 5th and U6th forms during external exams. The details and expectations around study leave will be shared with parents by the relevant Head of Section.

Sixth Form Late Morning Start

If a day sixth form pupil does not have a timetabled lesson for P1 they may be allowed to come into school after registration if the following conditions are met:

- It must not be a day when there is an assembly or service.
- It cannot be a Thursday as this is the regular slot for tutors to meet with tutees.

- It must be the same day every week (or one day for week A and another for week B). i.e. it has to be a routine, not just ad hoc
- It must be authorised by the Housemistress/Housemaster.

Signing In/Out

All pupils who leave/return to the premises during the normal school day must sign out/back in at Reception.

Boarding Pupils

Boarding pupils must submit an Orah request for leave prior to leaving school. The Orah request must be approved by parents and the housemaster/mistress before the pupil leaves the school. If boarding pupils are absent during the normal school day to attend an appointment the relevant form must also be completed in My School Portal as explained above.

Unauthorised Absences

Any absence that the school does not consider to be reasonable will be deemed unauthorised. The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure or recreation to be an exceptional circumstance and any pupil missing school for such purposes will be marked with unauthorised absence.

Registration

Every pupil is registered in the morning in house (08:25 Monday-Friday 08:20 Saturdays) and then at every lesson they attend during the day and recorded in iSAMS. The period 8 lesson stands as the statutory attendance registration point for the afternoon. Boarding pupils have their morning register also recorded in Orah along with their evening register, which is taken in house at 17:50, followed by a further register at bedtime which is also recorded in Orah.

Registration Marks

Code	Short Description
/	Present AM
\	Present PM
N	No Reason Yet Provided for Absence
L	Late (Before Registers Closed)
U	Late (After Registers Closed)
K	Educational Provision Arranged by LA
V	Educational Visit or Trip
P	Approved Sporting Activity
W	Work Experience
B	Educated Offsite
D	Dual Registration

C	Other Authorised Circumstances
C1	Regulated Performance
C2	Temporary Reduced Timetable
M	Medical / Dental Appointments
J1	Employment/Educational Interview
S	Study Leave
X	Non-Compulsory School Age Absence
T	Traveller Absence
R	Religious Observance
I	Illness
E	Excluded - Permanent or Temporary Exclusion
Q	Lack of Access Arrangements by LA
Y1	Normal Transport Unavailable
Y2	Widespread Travel Disruption
Y3	Part of School Out of Use
Y4	Session Cancelled - School Closed
Y5	Subject to Sentence of Detention
Y6	Infection or Disease
Y7	Other Unavoidable Cause
G	Family Holiday (NOT Agreed)
O	Unauthorised Absence
Z	Pupil Not Yet On Roll
#	School Closed to Pupils
SA	Medical Centre
A	Music Lesson
QA	In school not in lessons AM
QP	In school not in lessons PM

The Database Assistant checks iSAMS to make sure that there is a registration mark showing for all day pupils for AM and PM sessions and that boarding pupils have a registration mark for AM sessions. House staff check Orah to ensure boarding pupils' absences are accounted for and backed up by parental requests.

Lateness

If a pupil is late arriving at school they should go to their lesson and the teacher will mark them as late.

Monitoring Attendance

Persistent absence is defined by the government as pupils missing 10% or more of their possible sessions.

Attendance reports will be monitored by the SAC/Safeguarding Team on a regular basis. If a pupil's attendance falls below 90%, parents may be contacted to highlight their child's attendance levels and offered support. If attendance continues to fall, the pupil and their parents may be invited to a meeting with Pastoral staff to talk about the factors which may be impacting their attendance and to develop a plan to try to address them. Any attendance plan will be regularly reviewed, and any further decline in attendance may result in a referral for support from the Education Welfare Officer within the Local Authority.

The school recognises that some pupils may have additional needs or face additional challenges which may impact on their ability to regularly attend school. We are committed to working with pupils and parents to identify supportive strategies and will make reasonable adjustments to support attendance wherever possible, which may include working with external agencies.

Caroline Jones
DSL/SAC

Reviewed: October 2024
Next Review: October 2024