



GIGGLESWICK SCHOOL

Attendance Policy

Lead Author(s)	Second Master DSL, Senior School (Senior Attendance Champion)
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1 AIM

The aim of Giggleswick's ("the School") attendance policy is to provide consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the School is dedicated to ensuring its attendance policy is adhered to so that pupil attendance is maximised.

Recently published statutory guidance from the DfE – *Working Together to Improve School Attendance* (Aug 2024) – states:

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Equally, it states that "all schools have a continuing responsibility to proactively manage and improve attendance across their school community".

To manage and improve attendance effectively, the School:

- Maintains a whole school culture that promotes the benefits of high attendance.
- Has a clear school attendance policy which all staff, pupils and parents understand.
- Has attendance registers and effective day to day processes in place to follow-up absence.
- Regularly monitors and analyses attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Is particularly mindful of pupils absent due to mental or physical ill health or their special educational needs and/or disabilities, and seeks to provide them with additional support.

There is a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. The School endeavours to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

This document is supported by the following policies:

- Safeguarding Policy and Procedures
- Anti-Bullying
- Behaviour, Reward and Sanctions
- Missing Pupil
- Prep School Behaviour Policy
- Prep School Rewards and Sanctions Policy
- Mill House Pre-School Behaviour Policy

2 LEGAL FRAMEWORK

The *Education Act 1996* states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

- (a) when he attains the age of five, if he attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- (b) if he attains that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

The School complies with attendance laws set out by the legal framework and has set out this document accordingly.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

3 CATEGORIES OF ABSENCE AND PROCEDURE FOR REPORTING ABSENCES

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the School. Parents cannot authorise absences.

The School can grant a leave of absence when a pupil needs to be absent with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as Trials as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.

3.1 EXCEPTIONAL CIRCUMSTANCES

The School can grant a leave of absence for other exceptional circumstances at its discretion. It must be requested in advance by a parent who the pupil normally lives with. The School will then consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the School to determine the length of the time the pupil can be away.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences, they should follow the School's safeguarding procedures.

When a child is to be absent from school without prior permission, parents must inform the School by telephone on the first day of absence by 0830 and let them know what date they expect the child to return. They should also give a reason for absence. For a prolonged absence, this should be followed up with a written note (via email) from the parent/carer of the child with any necessary accompanying documentation from a medical professional.

3.1 ILLNESS

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the School on the first day and each subsequent day of absence. The Senior House Staff (SHS)/Senior School Receptionist/Head of Prep School's PA will make on a note on the pupil records.

For prolonged absence due to illness, parents may be asked to provide the School with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. If these are not provided on request, it may result in the absence continuing to be classed as unauthorised.

3.2 MEDICAL OR DENTAL APPOINTMENTS

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

3.3 AUTHORISED ABSENCES

There may be some exceptional instances where the School will authorise absence such as for a family bereavement.

3.4 EXCLUSION

Exclusion is treated as an authorised absence. The pupil's SHS will arrange for work to be sent home in accordance with the School's Protocol for the Temporary Exclusion of Pupils.

3.5 FAMILY HOLIDAYS AND EXTENDED LEAVE

Parents must make every effort to ensure that family holidays and extended leave are arranged outside of school term time. As per Section 3.1, family holidays are generally not considered exceptional circumstances. Any requests for leave of this type must be made in writing to the Second Master or the Head of the Prep School **at least** one week in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the School immediately if there will be a cause for delay from the stated date of return.

It remains the Headmaster's or the Head of Prep School's decision whether to authorise any request for absence during term time. If there is a concern regarding the attendance of the pupil, it will be taken into consideration when reviewing the request.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to further action by the School or prosecution by the North Yorkshire Local Authority.

3.6 RELIGIOUS OBSERVANCE

The School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will authorise absence for these times.

Parents will be aware of these dates and should give the school written notification at least one week in advance to the Second Master.

3.7 STUDY LEAVE

The School has a period of study leave during GCSE and A Level and BTEC examinations where pupils are granted authorised absence to revise at home (this is normally after the Summer Term half term). The School operates study sessions on site within this time to help with revision and to reduce the amount of time spent out of school. Parents and Guardians must communicate with SHS in writing as to the whereabouts of their child if they are not boarding.

3.8 LATE ARRIVAL

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning, registration is at 0820. Pupils who arrive after this time but within the registration period will be marked as late. The morning registration period in House ends at 0835, with the registration period ending at 0900 (after 0835, pupils missing registration in House should register at School Reception).

In the afternoon, Senior School registration is at 1700¹ in Houses, and Prep School registration is at 1255. If a pupil is not present at afternoon registration they will be marked absent – refer to Missing Pupil Policy for subsequent actions. Any unjustifiable reason for absence will be marked as unauthorised.

In the Senior School, a register is also taken at the start of all subject lessons and timetabled activities by the subject/activity teacher, and any unexplained absences reported back to the school office. If a pupil is late to the lesson this will be recorded on the register.

Pupils are expected to be punctual at all times. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately. Repeated poor punctuality will be dealt with through the School's Behaviour, Reward and Sanctions Policy and is initially dealt with by SHS.

3.8.1 LATE ARRIVALS AFTER THE REGISTRATION PERIOD IN THE MORNING

Pupils who arrive after the registration period has ended should go straight to the Senior or Prep School reception to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

4 SCHOOL ACTION: FOLLOWING UP ABSENCES

Where there are unexplained or unauthorised absences, the School will contact parents or carers. If a pattern of unauthorised absences emerges, the SHS/Head of Prep School will contact the parent or carer to discuss possible reasons and school support systems that could help.

The School's thresholds for attendance are as follows:

- Patterns with absence – missing the same days, late on certain days, early finishes or late start to the term (particularly for international students).
- Below 95% attendance: SHS/Head of Prep School will make the Senior Leadership Team (SLT) aware and will monitor the attendance more closely. Contact may be made with home regarding any concerns or worrying patterns.
- Below 90% attendance: The SHS/Head of Prep School will make contact with all legal guardians to discuss support and a plan of action to improve the attendance of the child. If the attendance continues to decline the SLT will consider contacting the Local Authority and the Education Welfare Officers for external intervention.
- For those pupils sponsored by the School on a Student Visa (previously known as Tier 4), we must inform UKV&I if they have missed 10 consecutive expected contact points.

Parents/carers will be contacted if a pupil gives a reason for an unauthorised absence and there is doubt about the truth of the reason.

Where a child has been absent from school for a period of more than 20 school days, and where the absence was unauthorised and both the School and Local Authority have been unable to contact the parents, the School may remove the child from the School roll. The School will notify the Local Authority when such action is taken. If there is a period of absence of more than 10 days with no explanation, then the Local Authority will be informed.

¹ Note that all lessons and academic periods are registered throughout the school day.

The parent/carer who is liaised with regarding attendance will be the one who is regarded as the primary carer for the purposes of the day-to-day administration. All parents/carers will be informed once the attendance starts to present concerns.

Pupils who are discovered to be persistently truanting will be dealt with under the School's Behaviour Policy and any sanctions administered in line with this. Parents or carers will be contacted to discuss possible reasons and school support systems that could help. The School may take further action against the parents, including referral to the Local Authority to begin criminal proceedings against the parents.

APPENDIX A ROLES AND RESPONSIBILITIES

A1 GOVERNING BODY

As part of our whole-school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff.
- Annually review the school's attendance rules and ensure that all provisions are in place to allow school staff, parents and children to implement the rules effectively.
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff.
- Work out appropriate and accurate annual attendance numbers and future attendance targets.
- Ensure that the School is implementing effective means of recording attendance and organising that data, including for children who are educated off-site.
- Ensure that the SLT are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff.
- Ensure that senior leaders make the necessary referrals to the Local Authority and other relevant agencies in individual cases of non-attendance.

A2 SLT

As part of our whole-school approach to maintaining high attendance, the SLT will:

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full review.
- Ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues.
- Ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them.
- Nominate or appoint a senior leader to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job – the Second Master, supported by the DSL, in the Senior School and the Head of the Prep School.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend.
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

A3 TEACHERS AND SUPPORT STAFF

As part of our whole-school approach to maintaining high attendance, the School's teachers and support staff will:

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.

- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- Ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- Ensure that they are following the correct systems for recording attendance and that attendance is taken daily.
- Contribute to strategy meetings and interventions where they are needed.

A4 PARENTS AND CARERS

As part of our whole-school approach to maintaining high attendance, we request that parents:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Encourage and support their children's aspirations.
- Ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment.
- Follow the set school procedure for reporting the absence of their child from school (see section 3), and include an expected date for return.
- Do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours.
- Use the School as a support when they or their child are having difficulties, and work to form a positive relationship with the School so that there is easy communication when a problem arises.
- Keep the school informed of any circumstances which may affect their child's attendance.
- Maintain a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance.
- Do not take their children out of school for holidays during term time.

A5 PUPILS

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- Are aware of the school's attendance rules, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable.
- Speak to their SHS, tutors or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable.
- Follow the correct set school procedure if they arrive late (see section 3). Pupils are held responsible for this, and it is made clear to all pupils what this procedure is by their SHS. This will help the school to monitor attendance and keep accurate records for the child's individual attendance and is also vital for health and safety in the event of a school evacuation.

APPENDIX B SENIOR SCHOOL STAFF HANDBOOK GUIDANCE

Term dates for the current and the following two academic terms (at least) are published on the School's web site and are sent to all families every term.

B1 REGISTRATION AND PUPIL ABSENCE

The keeping of a register of pupils is a legal requirement and the register is a legal document. SHS are responsible for ensuring that the daily register for each House is completed in accordance with these guidelines and for keeping and monitoring clear records of pupils' absences.

Registration for all pupils must be taken by the member of staff on House duty/tutor at:

- 0820 morning session
- 1700 afternoon session (Y7 & above: begin with pupils travelling on bus)

The member of staff on duty taking registration must complete the register on iSAMS.

Where a pupil is absent and the reason not known, "N" should be used. Later, the appropriate code can be entered either by House Staff or the Receptionist if the pupil is late or when the reason is known. Please be aware that "L" does appear as 'Late' on the pupil's absence data which is visible to parents on the Parent Portal.

Morning registration is also used to record departure times, evening activities and boarding/bus arrangements. It must be completed in full each day.

Following morning registration, the Receptionist will:

- Check those pupils marked as absent with no reason on the iSAMS registers.
- Contact SHS first to double check if they might have had email or call from parents of which the School is not aware.
- Telephone parents of day pupils or flexi boarders who are absent without prior notification as soon as possible. Email SHS to keep them informed of the reason and amend the absent code on the register.
- Supervise completion of the Late Book by pupils.

Pupils who are late for registration must sign the Late Book held at the School Reception desk. They should do this immediately on arrival. Any pupils who are persistently late should initially receive a warning from SHS, which will then be followed up in writing by the Second Master or Headmaster.

The whereabouts of boarders who are absent from morning registration must be established without delay; the Missing Pupil Policy details the procedures to be followed if a pupil fails to show for registration.

The SHS must monitor the evening registers and ensure that they are complete at the end of each day in iSAMS.

B2 ATTENDANCE CODES

These codes must be used on iSAMS.

Attendance Codes to be used		
Codes	Description	Meaning
Present – must not be marked 'in' if not in registration		
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers close)	Present
Authorised Absence from School		
C	Leave of absence granted by the school	Pupil granted leave for exceptional circumstances
E	Excluded	Temporary Exclusion (Suspension)
I	Illness (not medical or dental appointment)	School has been notified that a pupil will be absent due to illness OR pupil is ill in house/Wellbeing Centre if a boarder
M	Medical or dental appointment	Pupil is at an appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Pupil is on study leave during a public examination period
C2	Part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
Unauthorised Absence from School		
N	Reason for absence not yet provided	Pupil is absent for an unknown reason (this should be updated when the reason emerges, or replaced with an 'O' if no reason is provided after a reasonable amount of time)
O	Absent without authorisation	School is not satisfied with reason for pupil's absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session.
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.
Attending an Approved Education Activity		
P	Participating in a supervised sporting activity	Pupil is participating in a supervised sporting activity approved by the school (e.g. games fixture)
V	Educational visit or trip	Pupil is on an educational visit or trip organised, or approved, by the school (can include university open days)
W	Work experience	Pupil is on a work experience placement
B	Any other approved educational activity	E.g. taster day at another school

Unable to Attend due to Exceptional Circumstances		
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y6	Unable to attend in accordance with public health guidance or law	
Admin Codes		
Z	Prospective pupil not on admission register	Register set up but pupil not yet joined the school
#	Planned whole-school closure	Whole school closures that are known and planned in advance (Not collected for statistical purposes)

B3 PUPIL ABSENCE

- It is the responsibility of staff to check that all pupils are present at the start of each lesson, activity or Games session.
- A register should be kept on the iSAMS database.
- Staff should not take the word of other pupils but should follow up and check details.
- A list of pupils on a school trip or in the Wellbeing Centre is posted on the Out of School list on iSAMS. This must be checked and any absentees not accounted for should be reported to SHS immediately via the 'Alert' function on iSAMS.
- SHS will discuss the absence with the pupil. If there is no valid reason for the absence, the SHS will reply to the teacher who initiated it. The teacher should then place the pupil in detention or seek an alternative way of supporting the pupil based on cause or reason for absence.
- Repeated or cumulative absence from a particular activity or activities should be dealt with promptly. The Director of Studies (lessons) or the Head of Co-curriculum (games or extra-curricular commitments) monitor the absence data recorded on iSAMS.

- SHS or individual members of staff should inform them if a particular individual begins to give cause for concern.
- Pupils are asked to excuse themselves from lessons in advance if they are to be away from school, e.g. representing the school in a team, or to attend a music lesson.
- It is expected that pupils will leave the end of a lesson promptly and arrive to a lesson on time. Staff need to encourage this approach.
- If there is any reason for concern of a pupil's absence then this should be reported immediately to SHS. Concerns would follow the following criteria:
 - Patterns with absence – missing the same days, late on certain days, early finishes or late start to the term (international students).
 - Attendance drops below 95% - the pupil is now a cause for concern and contact with home to discuss attendance via SHS.
 - Attendance drops below 90% - the pupil is now classified as persistent absentee and meeting arranged with the Second Master.
 - SHS should be able to account for a pupil at any time. To accommodate this, pupils are expected to sign out of House when out of school or out of House after 1800. In addition, Registration and 'Line' are taken during the day in accordance with the daily routine.

APPENDIX C PREP SCHOOL STAFF HANDBOOK GUIDANCE

Term dates for the current and the following two academic terms (at least) are published on the school's website and are sent to all school families every term.

During term time, the Prep School is open from 0800, Monday to Friday. Pupils should not enter the building before this time.

Electronic Attendance registers are taken by form teachers at the start of each session (morning and afternoon; a full day counts as two sessions). Attendance is recorded electronically for morning and afternoon sessions 0820 and 1255 using iSAMS.

C1 PRE-SCHOOL

A manual register is used and remains open for half an hour at the start of each session which it is kept in the Pre-school.

- AM: The session begins at 0800 and ends at 1300
- PM: The session begins at 1300 and ends at 1800

Breakfast/early morning provision is available from 0730 to 0800 each morning. This must be booked in advance by parents with Pre-school staff.

C2 PREP SCHOOL

Morning registration is at 0820; registers remain open (i.e. with the form teacher) until the start of Period 1 at 0840; registers are then "closed" and sent electronically through iSAMS.

Afternoon registration is at 1255.

Unless authorised by the Head, pupils in Reception-Y6 are expected to attend school each day of term and to arrive at school in time for morning registration, remaining in school until the published end of the school day, normally as follows:

- Reception, Years 1 & 2: 1600
- Years 3, 4, 5 and 6: 1720

Children may also access after-school provision as follows:

- Reception, Years 1 & 2: 1600 – 1720 or until 1800
- Years 3, 4, 5 and 6: 1720 – 1800

Registers are checked by the Head's PA during Period 1 each weekday morning and pupil absence is logged.

In accordance with the School's Missing Pupil Policy, where no message regarding absence has been received, a physical check is first made to ensure the child has not arrived late and forgotten to sign in. If the child is still unaccounted for, parents are contacted by the secretary to confirm the whereabouts of the child and the reason for non-attendance. If the parents cannot be contacted, the Head is advised and an appropriate course of action determined.

In cases of persistent lateness or absence, the Head will raise the matter with the child's parents in an attempt to resolve any difficulties. Where there are causes for concern, the Head/DSL will follow the School's Safeguarding Policy and Procedures.

Parents who wish to take their children out of school during term time for personal reasons may only do so with the Head's prior consent. Failure to request such absence will result in an unauthorised absence for the pupil.

C3 CODES

The codes outlined in Appendix B2 must be used.

APPENDIX D INTERNATIONAL AND SPONSORED PUPILS

The School is a licenced sponsor of international pupils for educational studies and as such must comply with the statutory guidance outlined by the Home Office and UKV&I here: <https://www.gov.uk/government/publications/student-sponsor-guidance>

D1 ATTENDANCE

International pupils are registered in the same way as UK pupils. Attendance records are held electronically on iSAMS. Pupils are registered each day (Mon-Sat) at 0820 and 1700; they are also recorded at 2100. On Sundays, they are registered along with other boarders in houses.

If an international pupil's attendance falls below 80%, the School will either:

- Withdraw CAS sponsorship and inform UKV&I; or
- Work with parents and guardians in the case of a justifiable reason (illness, family bereavement, etc.) to improve attendance.

Should an international pupil fail to make contact with the school for more than 10 consecutive contact points (days), SHS must alert the Second Master who, in turn, will ask the International Admissions Administrator to inform the Home Office. The School will continue attempting to make contact with the pupil and parents/guardian to establish the pupil's whereabouts.

D2 TRACKING PUPILS DURING HOLIDAYS

As part of UKV&I regulations, we must hold precise travel and contact details for all international pupils sponsored under the CAS scheme. Before each Exeat, Half Term and end of term, SHS will request these details via a Microsoft Form return, which asks for methods of travel to/from school, an address at which the pupil is due to stay and a contact number for the adult responsible for them. If we do not hold these details, we may ask that the pupil remains at school until we have them. The Second Master oversees this process.

It is the School's policy that no pupil stays without adult supervision in the UK at a hotel or AirBnB-type establishment. Pupils may stay with other families in the UK provided permission has been granted from the pupil's parents/guardian and there has been correspondence with SHS.

It is the responsibility of each SHS to check that all parents/guardians of pupils have completed this process prior to each holiday or Exeat.

After holidays or time away, SHS should talk with pupils with guardians to check that they are / remain happy with the arrangements in place for them. Any concerns are raised with the Second Master and DSL.

D3 DOCUMENTS

At the start of each term and on return from Exeat or Half Term, Passports and Biometric Residence Permit ("BRP") Cards must be handed in to SHS.

BRPs must be kept with a pupil's passport. Pupils/parents must inform the SHS of a lost BRP immediately. The SHS will in turn inform the Admissions team. The Admissions Team will inform the police.

D4 CHANGE OF ADDRESS/CONTACT DETAILS

Any member of staff made aware of any changes of address and telephone numbers for parents will let the iSAMS Administrator know so that iSAMS (School database) can be updated.

Similarly, any change to a pupil's guardian must be notified to School immediately and details updated on the School's database. SHS must then make contact with the new guardian, recording notes on file.

D5 PRIVATE FOSTER CARE ARRANGEMENTS

Private fostering is defined as when a child under the age of 16 (or under 18 if disabled) is cared for by someone who is not their parents or a close relative. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

If a child student will be cared for in a private foster care setting, the School must give the local authority in whose area the child will live the following details, as soon as it becomes aware that the child has arrived in the UK or, if the private care arrangement begins when the child is already here, as soon as they become aware of the change:

- the name of the foster carer; and
- the address where the foster carer and the pupil will live.