



Pupil Attendance Policy

Introduction: statement of policy

1.1 Regular attendance at school is fundamental to the progress and achievement of all pupils. Regular absence from school undermines the academic and personal development of the individual pupil.

1.2 Individual absences could have an impact on the progress of classes as a whole given the need for our teachers to spend time on individuals missing lessons at the expense of the other pupils. For this reason it is always the responsibility of the pupil who has been absent to catch up any work missed through unplanned absence other than through legitimate absence for illness or properly planned and school authorised absence.

1.3 We expect all pupils to be in school each day and to attend all lessons and designated activities that form part of our academic and broader curriculum – this includes PE lessons.

1.4 We expect all pupils to participate in school day trips that are directly linked to the academic curriculum.

1.5 We encourage all pupils to commit to other trips and commitments (such as representing sports teams, participating in optional trips and activities, etc.) when given the opportunity.

1.6 We expect all pupils to be punctual to school each day and to attend daily registration/tutor time.

1.7 We expect all pupils to be punctual to classes and to other school commitments.

1.8 All pupils will follow the procedures set out below for the following:

- Registration/tutor time
- signing in if late
- signing out during the school day
- reporting illness during the school day

1.9 We expect parents to support the school in ensuring that:

- pupils arrive at school on time
- holidays are taken outside of term time
- pupils attend day school trips directly linked to the curriculum
- pupils are supported in attending other school trips and broader commitments
- necessary absence (for illness) is reported to the school according to the procedure set out below
- requests for planned absence are made to the school in accordance with the procedure set out below

1.10 In cases where individual pupils fail to maintain an acceptable level of attendance (above 85%) and/or punctuality we reserve the right to apply the full range of sanctions set out in the School's Behaviour policy. This may include the requirement for a pupil to repeat the year where academic progress has suffered or even permanent exclusion where the level of absence indicates a lack of support for the policies and work of the School on the part of either the pupil or his/her family.

1.11 Acceptance of a place in the School includes acceptance of the provisions of this policy and its attendant procedures.



Pupil Attendance Policy

2.1 Registration procedures: Senior School

- Pupils are required to report to their Form Tutor in the allocated Form rooms by 08.50 each morning
- The register will be completed by the Form Tutor electronically using the MIS
- Registration/tutor time will end at 09.00 each morning
- Pupils arriving after 08.50 but before 09.00 will be classified as late and will be recorded as late on the MIS by the Form Tutor
- Pupils arriving after 08.50 **must** sign in to the late book held at the main gate/reception
- On Assembly mornings (Tuesday for KS3 and Thursday for KS4 and the Sixth Form) registration will be carried out during assembly
- Failure to sign in (or out if leaving before the end of school) will be treated as a serious disciplinary matter, following the Behaviour Policy given the School requirement under Health and Safety responsibilities to maintain an accurate daily register of pupils present on site
- Pupils are registered by their class teacher at the start of each lesson and at the beginning of lesson 6. Sixth Form students who have a study period lesson 6 must sign in at reception

2.2 Registration procedures: Primary School

- Pupils will be registered in their classrooms by the Class teacher at the start of the school day and each afternoon at the start of the afternoon session
- The register will be completed by the Class teacher electronically using the MIS
- The registration period will end at 09.00 each morning
- The parents/guardians of pupils arriving after 09.00 **must** sign their child(ren) in to the late book at the main gate/reception

3.1 Reporting absence through illness

Parents must inform the School of the absence of their child through illness by telephone (02 210941) or by e mail (info@bsm.school) by 10.00 on the day of illness. In an e-mail message parents are asked to give the full name of the child and their class/year group in order to avoid confusion.

4.1 Illness, etc. during the School day

4.2 A Senior School pupil must seek permission from a member of staff to leave lessons and must **report to the Pupil Welfare Officer (known as 'School Nurse')** who will assess his/her illness or injury (**via reception**). S/he may be accompanied by another pupil designated by the member of staff granting permission.

4.3 Primary School pupils, when sick or injured, will either be accompanied to the School Nurse by a member of staff or, in the case of older children, by another pupil designated by the member of staff.

4.4 Following assessment by the School Nurse the pupil may be accompanied back to class.

4.5 In the event that a pupil is directed by the School Nurse to return home, the School will telephone the parents and ask that the pupil is collected from school as soon as possible. The pupil may be required to await the arrival of their parent in Reception or in the Medical Room according to their illness. The School is not able to provide longer term waiting areas for pupils who are ill.



Pupil Attendance Policy

4.6 The School Nurse will keep a record of all pupils visiting the Medical room and will confirm the time of departure from school and reasons for this on the MIS and communicate this via email to Head of Primary or Head of Senior.

5.1 Signing out during the School day

5.2 A Senior School pupil must sign out in Reception if s/he is authorised to do so by parents in writing or by email **AND** by the School to leave before the normal end of lessons at 15.20. This includes departures at lunchtime.

5.3 A Primary School pupil must be collected by a parent or designated guardian who will be required to sign them out of school at Reception. This includes departures at lunchtimes. Authorisation of the early departure must be given by parents in writing or by email **AND** this must be agreed by the School.

5.4 Failure to sign out will be treated as a serious disciplinary matter given the School requirement under Health and Safety responsibilities to maintain an accurate daily register of pupils present on site.

6.1 Requests for authorisation of absence

6.2 Parents must contact the School in advance to seek authorisation for the planned absence of their child/children during term time. An application for permission to be absent in school time should be made in writing to the Head of Primary School or the Head of Senior School at least two weeks prior to the date of the proposed absence.

6.3 Authorisation will be given on compassionate grounds and for absences which are of benefit to the child's/children's education and personal development. All other requests for authorisation of absence (e.g. holidays, personal convenience, etc.) will not be authorised.

6.4 Given advanced notice the School will be able to support pupils in their missed studies by planning ahead. In the absence of such advanced notice and authorisation the School will be unable to provide such support and the responsibility for catching up with work missed will lie entirely with the pupil.

Associated policies:

Behaviour Policy

Missing Child Policy

Safeguarding Policy

Health and Safety

Missing Child Policy

Administration of Medicines

Home/School Agreement



Pupil Attendance Policy

School Registration Codes

-  No Reason Yet Provided For Absence [N]
-  Unauthorised Absence [O]
-  Illness [I]
-  Medical / Dental Appointments [M]
-  Educational Visit or Trip [V]
-  Late (qualified) [Q]
-  Study Leave [S]
-  Religious Observance [R]
-  Family Holiday (Agreed) [H]
-  Excluded [E]
-  Work Experience [W]
-  Approved Sporting Activity [P]
-  Late (After Registers Closed) [L]
-  Interview [J]
-  Family Holiday (NOT Agreed) [G]
-  Extended Family Holiday (Agreed) [F]
-  Educated Off Site [B]
-  Non-Compulsory School Age Absence [X]
-  Other Authorised Circumstances [C]
-  Dual Registration [D]
-  Exceptional Circumstances [Y]
-  Pupil Not Yet On Roll [Z]
-  School Closed To Pupils [#]
-  Covid -Related Illness [K]
-  Self-Isolating [T]