



## **ATTENDANCE AND REGISTRATION POLICY FOR BOYS 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 boys (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 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) takes place between 8.35 and 8.45 in Form Rooms (including for Upper School boys who have a study period during lesson 1), 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.

It is preferable for the register to be taken on the Daily Report, but iSAMS (either on a PC or via the app) can be used as a fall-back option. Morning and afternoon registration must be completed within the two timeframes above; by contrast, for all other purposes (including when marking boys as present or absent for individual lessons other than Period 5), the Daily Report does not need to be completed until 6pm that day (but should be completed earlier if possible).

A boy 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. The colleague must respond to this reminder immediately.

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 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:

- a list can be emailed to Lisa Hillgrove in the Lower School, to Jane Will and Karen Milburn in the Middle School, or to Helen Delves in the Upper School; or
- the colleague can call Lisa Hillgrove (x283), Jane Will (x254), Karen Milburn (x255) or Helen Delves (x281); or
- as a last resort, the colleague can send a boy with a list of those present to the appropriate School Office.

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.

Names of colleagues who do not register their groups are sent to the Deputy Master Pastoral, so they should email her and her PA if they are unable to complete registration for a legitimate reason.

### **Lateness**

If a boy 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 boy arrives at school after 8.45, or to Period 5 after 14.50, he should be asked to sign in at the relevant School Office before joining a lesson.

The Head of School, Deputy Head of School or Head of Year may contact a boy's parents or his Boarding Housemaster so that the reason for his lateness can be corroborated.

### **Registering boys involved in other activities**

In addition to Form Tutors and those teaching during Period 5, any colleague with a boy or group of boys 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 boys; if there are technical difficulties, the relevant School Office should be emailed or telephoned.

The Director of Sport and his team send out arrangements for Games registration each week: the window for this opens at 14.00 and registers should be taken by 14.50 using the iSAMS app.

For co-curricular activities such as outings, sports fixtures, rehearsals, and so on, a list of planned participants should be emailed to the relevant School Office 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 8.35 or 14.40 via the iSAMS app or by emailing or telephoning the relevant School Office. If a group of boys 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 boy needs to leave school early, his parents should contact their son's Form Tutor beforehand (copying in the relevant School Office), giving the reason for his early departure. The boy must sign the signing-out book in the School Office; the Head of School or his/her Deputy signs off (and, if necessary, follows up) these absences each day.

If a boy is ill, he must report to the Medical Centre in the first instance and, following an assessment, he may be discharged to home. Under no circumstances should a boy self-certify his own illness and leave the College.

Upper School boys who are free Period 5 and choose to remain in school should sign in at the Upper School 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 – 14.30 if they have afternoon lessons and go home after Period 4 (but not earlier) if they have a free afternoon.

All Upper School boys should be on site during Periods 1 to 4, including at break and if they have study periods.

If an Upper School boy needs to leave the campus at a time when he should be in school, permission may be granted by the Head of Upper School, his/her Deputy, or the boy's Head of Year. All other boys must remain on site for the duration of the school day

### **Absence**

If their son is going to be absent from school, parents are asked to contact the appropriate School Office, and the Secretaries input absence codes (for planned medical appointments, for example, along with outings, fixtures, and so on). They generally do this before registration, so it important that these pre-entered codes are not overridden by Form Tutors in the morning or by subject teachers in the afternoon; this should only

occur if a boy previously expected to be absent is in fact present. (If a colleague is unable to use the Daily Report and needs to take the register using iSAMS, they should not click 'All present' because this will override all pre-entered absence data.)

If a parent contacts a Form Tutor directly, they should enter the correct absence code unless the registration window has closed. All parental messages relating to absence should be forwarded to the relevant School Office as soon as possible.

<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> (eg Outdoor Centre)
<b>S</b>	<b>Study leave</b>
<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 (eg wedding of a family member; family bereavement; driving test; Liberal Studies not running). Permission must be granted by the Head of School.

#	<b>Planned College closure</b> (eg last afternoon of term; preparation for Founder's Day)
Y	<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 boy's home is not within walking distance; a local or national emergency has resulted in widespread disruption to travel; there are issues with a boy's visa).
N	<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.
O	<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 boy'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.

Any absences for which the reason remains unknown by 9.00 are followed up, usually by a text message (from the Middle and Upper School Offices), or telephone call (from the Lower School Office), to parents in the first instance. It is therefore essential that the information given to School Secretaries is accurate and up-to-date when the register is taken so that parents are not contacted unnecessarily. Email responses to text messages or telephone calls are forwarded to the Form Tutor for his/ her records.

If any boys remain or become unaccounted for in the afternoon, the School Office contacts home by telephone.

Where the reason for a boy's absence on the previous day remains unknown, the School Office contacts home again by telephone. If a response has not been received by the afternoon, or the School Secretary is concerned about the reason given, the boy's Form Tutor and Head of Year are informed by email. If the Form Tutor or Head of Year is subsequently able to ascertain the reason for a boy's absence, they must inform the relevant School Office so that the N in the register can be replaced with the relevant code.

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

- identify boys who are regularly late or with attendance of less than 85%, and intervene as necessary (where a boy is regularly absent from school, his Head of Year will normally contact his parents and, where appropriate, invite them to attend a meeting, normally with the Head of School in the first instance);
- review each absence with the code N and, if the reason is still not established, replace this with an O on the report manually before passing to the relevant School Secretary so that ISAMS can be updated (an N must not be allowed to remain in the register indefinitely).

At the end of each month, the Assistant Head Pastoral downloads an attendance report for Years 7 and 13 in order to review attendance statistics and reasons for absence and support the pastoral teams as appropriate in their interventions. A paper back-up copy of the central attendance register (organised by Year Group and by month) is kept in the Assistant Head Pastoral's office.

### **Reporting on absence**

Any boy 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 by the Deputy Master Pastoral, Assistant Head Pastoral, or his Head of School.

### **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, DfE, September 2018, Annex A
- School attendance: Guidance for maintained schools, independent schools and local authorities, DfE, November 2016
- Handbook for the inspection of schools: Commentary on the regulatory requirements, ISI, January 2017, Paras 196-205