ABBOTSHOLME

AN EDUCATION FOR LIFE

Attendance Policy

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including promoting good attendance, reducing absence, acting early to address patterns of absence and building strong relationships with families to ensure pupils have support in place to attend school.

We will also promote and support punctuality in attending lessons.

- All pupils are expected to be in school every day.
- Absence without good reason is against the law.
- Registration takes place in the morning and the afternoon.
- Registration is an expression of the School's care for its pupils.
- The School has a legal duty to provide attendance data to the authorities.
- Parents have a duty to ensure their children attend school, and arrive in good time to register. The School will work with parents to ensure a high level of attendance.
- Pupils who are late must report to Reception.
- Authorised absences are sessions away from school for good reason, known by the school, e.g. illness.
- Unauthorised absences are those which the school does not consider reasonable, such as for trivial reasons; providing a note may not be sufficient.
- Parents are expected to contact school at an early stage, to highlight planned absences, for example medical appointments.
- Holiday leave in term time, or late return from school holidays, or early leave for school holidays, is strongly discouraged. Authorisation for such leave is at the discretion of the Headmistress, to whom requests for such absences should be made in writing, in advance, for consideration.

Registration Protocol

- Registration is the tutor's first priority, at 8.20 and 13.45 each day. Registration on ISAMS must be completed between: 08.20 and 08.30; and 13.45-13.55.
- Pupils must be in the classroom and seated, so a formal register can be taken.
- The codes used on the register are:

Code	Description	Comment
/	Present	
O	Absent with no approved reason	Only the Headmistress can approve, as shown below.
I	Illness.	A note should be put on the register showing that School has been informed, and when.
M	Medical appointment.	A note should be put on the register if the School has been informed of this.

V	Educational Visit or Trip	The pupil is out on a school trip **at the time of registration**.
S	Study leave	Can only be approved by the Headmistress (or Head of 6th Form.)
L	Late.	The pupil has arrived after the register has been completed. A note should be made of the time, on ISAMS.
H	Family holiday	Can only be approved by the Headmistress
J	Interview	
E	Excluded	
C	Other authorised absence	
W	Work experience	
Z	Pupil no longer on school roll	

- It is the tutor's responsibility to check e-mails and letters about appointments, visits, etc., for their tutees, and thus to use the appropriate code. Explanations for absence should be made in the comment box.
- There should be no blanks left on the register.
- Tutors unable to complete their register through ISAMS due to a technical problem should contact Reception by phone, personally or through a hand-delivered note, to confirm attendance (e.g. 'all here except…..').
- Pupils who arrive late must go immediately to Reception and sign in the late book. Reception will register the pupil as late, on ISAMS.
- Reception will produce a complete school register by 9.00am/14.00, including an absence list. They will annotate the list, with any further information known, and put a copy of this in the staff room on the 'Pupil Absences' noticeboard.
- Reception will telephone parents (house parents) of day (boarding) pupils who are absent for no approved reason (a 'O' on the register), unless there is an explanatory comment, to show that we know why they are absent.
- Reception will double check those marked with a 'V', against trip lists (see below).
- Failure of pupils to register in time will be dealt with by tutors, in line with the behaviour policy, liaising with parents and house parents.
- If a tutor notices a pattern of lateness or absence, the Head of School and Safeguarding Team should be notified.

School Visits/Trips

- It is the responsibility of staff taking visits/trips to ensure that Reception has an accurate list of those taken out of school.

- The 'V' on a register denotes that the pupil is out on a visit at the time of registration. It is used as follows:
  - Marked by the trip leader. Ideally, the trip leader can enter the 'V' marker, in the case of day trips departing before the start of the school day, or afternoon trips departing before afternoon registration.
  - Marked by Reception, using the up to date trip list that has been left at Reception on departure, by the trip leader.
- If a pupil is not present at registration because they are elsewhere in school (for example at a music practice or meeting early for a home sports fixture) then the tutor would mark them as absent (O). It is the responsibility of the staff member organising that activity to notify reception that the pupils involved are present. Reception will then mark the pupil as present.

Absence through Illness and Medical Appointments

- In the case of illness, parents should contact Reception and ideally the pupil's tutor on the first day of absence, with details of the illness. This should be as early in the day as possible, ideally before 8.30am.
- Reception will EITHER mark the pupil as 'I' in the register, with details, OR pass on an e-mail message to the tutor, regarding the absence, in time for registration. Tutors concerned about the length of an absence through illness should consult the Heath Centre.
- If it is necessary for a pupil to attend a medical appointment during school time, parents should notify the pupil's tutor, in advance of the appointment. The tutor should record this on the register.
- Absences without this procedure are not deemed as authorised.

Exceptional Circumstances

- Authorised absence may be granted in an emergency; e.g. bereavement, providing a written explanation is received. Requests should be directed to the Headmistress.

Lateness

- Pupils arriving late must report to Reception and sign in. They will be registered as 'L' by Reception.

Pupils leaving school during the day

If an appointment has been made for a pupil during the school day:

- Parents should inform the tutor of the time and date and indicate who will be collecting the pupil from school.
- The tutor makes a note on the ISAMS register for the appropriate date.
- The tutor gives the pupil a sign-out slip or note, on the day of the appointment.
- Ideally, the pupil sees the teachers whose lessons they are missing to collect the work (or does so as soon as possible after the period of absence).
- The pupil signs out at Reception and leaves the sign-out slip/note.

- The pupil signs back in at reception on their return.
- The Health Centre will inform Reception about appointments for boarders.

Pupils out of class

- If a pupil who is in school is absent from class, the teacher will follow the missing pupil procedure.
- Pupils should not leave a class without a good reason.
- Most senior school pupils should not need the toilet in lesson time.
- Unless it is an emergency, pupils should not need to leave a lesson to visit the Health Centre; however, a pupil request to leave class to attend the Health Centre should not be denied.
- If a pupil has been at the Health Centre and is late for a lesson, the Health Centre will give a note with timings. No pupil will leave the Health Centre without a note. Teachers should keep the notes, be aware of any patterns and inform the Health Centre and Head of School if there is a concern.
- Staff should not keep pupils behind to the extent that they are late for the following lesson. If needed, pupils should be asked to return at break or lunchtime.
- If a pupil has an appointment and needs to leave during a lesson, a sign-out slip (issued by the tutor) should be shown to the subject teacher.

Reporting to the Local Authority:

The School has a legal duty to report certain attendance issues to their LA:

- 10 days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly
- Deletion from the school register where the next school is unknown (to be reported to the LA in which the child resides)

The School can also provide the following:

- A printout of 10 established consecutive stops for Student Child Route Visa (Tier 4) attendance.
- Report provided for students the School is sponsoring and it is checked each month by the International Admissions team. Teaching staff are also asked to make the International Admissions team aware of any unusual disruption to attendance in a termly email.

From a safeguarding perspective, an attendance record that is below 75% reaches the threshold for Educational Neglect. The School has a legal duty to report to the Local Authority a pupil's failure to attend regularly.
This policy is based on the DfE's statutory legislation and guidance:
https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance

The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of the Education and Inspections Act 2006