Attendance Policy

Reference: C16

Version number: 1.1

Last updated: September 2022

Date of next review: August 2024 or if legislation/statutory requirements change

Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	July 2021	Initial version transferred from old format	NR
1.1	September 2022	Reviewed and Updated with staff changes	NR

Contents

ATTENDENCE POLICY

Introduction

This Policy applies to the entire School, including EYFS and boarding.

Maintaining a record of attendance is an essential part of Health & Safety, fire safety and safeguarding. This policy links to our Safeguarding and Policies, which are available for downloading/viewing on share point and the school website.

The introduction of an annual census of school attendance, plus the requirement to have attendance registers available for ISI inspection, means that form teachers should be meticulous in making entries in Attendance Registers.

It is also an important requirement when addressing the attendance of children who qualify for Free Early Years Education Entitlement funding, as photocopies of pre-school attendance registers are sometimes required by the Local Education Authority.

Maintaining an Attendance Register

1. The attendance or absence of every pupil included in the school Admission Register must be recorded in the Attendance Register, which is a statutory requirement, and completed as follows: School Registers must record attendance through the 3SYS Management Information System, by 8.40am for morning registration and 2.10pm for afternoon registration.   For the nursery this is 9am in the morning and 1pm in the Afternoon

2. If a child is absent without notification given by a parent, the School Administrator will contact the parent to confirm the reason for absence. The reason given will then be added to the register. This is for both attendance and safeguarding purposes.

3. Letters/Emails from parents concerning absences are forwarded to the office for filing in the child's personal file.

4. If a child is absent without notification from a parent a letter requesting confirmation of the reason for absence may be sent to the parent in the format shown at the end of this document.

5. All holiday requests for children of statutory school age during term time are deemed as unauthorised absence, unless they have been authorised by the Headmaster.

6. Compassionate requests for absence are discretionary of the Headmaster as to whether they will be authorised or unauthorised.

7. Any absence, apart from school related activity, will affect the attendance record of the pupil concerned.

8. Children should arrive in school by 8.30am. Registration closes at 8.40am. Children who arrive late but before the close of registration will be recorded as arriving late.

9. Pupil attendance is monitored monthly to highlight and take action where the attendance of individual children is cause for concern. Failure to attend on a regular basis may be considered as a safeguarding matter, particularly having awareness for prolonged absence due to possibility of FGM.

The policy of Hatherop Castle School is:

- to ensure full attendance of all children as far as possible
- to maintain accurate records of attendance or reasons for absence, with full co-operation of parents
- to ensure that no child leaves the school premises unescorted, unless written confirmation is received from the parent and authorised by the Headmaster.
- parents must apply in writing, in advance, to the Headmaster, for permission for their child to be absent from school, giving reasons for the absence. For example family holidays, external exams.

Arrival at School/Nursery

1. At the beginning of the Nursery day children are delivered direct to their Nursery class room. All children must be in the nursery by 9am. This is when the register is taken using 3Sys Management Information System.

2. Form teachers are expected to be in school and ready to receive children in their form rooms from 8am. If a form teacher is unable to be at school on time s/he is to inform the Headmaster or Deputy Head Pastoral as early as possible, preferably by 7.15am.

3. At the beginning of the school day children arrive in school by 8.30am to their classrooms or another allocated location, eg dining room or PAC

4. It is sometimes necessary for children to arrive at school early. For this purpose the school operates a Breakfast Club with the boarders in the dining room.

Attendance Register Symbols

Hatherop Castle School uses specified attendance register symbols, a list of which is provided within below.

Authorised Absence
School Closed
/ Present (AM)
\ Present (PM)
B Educated off site
C Other Authorised Circumstances
D Dual Registration
E Excluded
F Extended Family Holiday
G Family Holiday (not agreed/excess)
H Family Holiday (agreed)
I Illness
J Interview
L Late
M Medical/Dental appointments
N No reason yet provided for absence
O Unauthorised absence
P Approved sporting activity
R Religious observance
S Study leave
T Traveller absence
U Late (After registration closed)
V Educational visit or trip
W Work experience
X Untimetabled sessions for non-compulsory school-age pupils
Y Enforced closure
Z Pupil not on roll

Signing out Process:

School officially finishes at the following times:

12.30pm Nursery those staying for morning session

3.30pm – Nursery (those staying all day and in the afternoon)

3.40pm in the Pre-Prep.

4.30pm in the Prep School

Children are signed out by members of staff when they leave to go home with their parents or confirmed/authorised carers to collect the children.

There are sign out forms based in the Nursery, Pre-Prep and Prep departments which show when the child has been signed out and no longer on the school premises.   Due to activities, late crèche and other activities these boards are held by duty staff on each evening and record when the children have gone home between 3.40pm and 6.10pm by when day children all should have gone home.

At 6.10pm the sign out boards are then passed to the boarding team.

Registers and Attendance in the Boarding Department

Boarding at Hatherop operates a separate registration process for hours outside the normal school day. The boarding staff keep a daily log of which children are boarding each evening/morning. Registers are taken at the following times:

7.15am – Wake Up/Breakfast

6.10pm – At Supper

9pm – 9.30pm – After all lights have been turned out.

These registers are used for fire procedures as well as ensuring all children are accounted for.

Check of Attendance Registers

The School Secretary carries out daily checks of the school registers to ensure that all pupils have been correctly registered and where necessary contacts the parents of any child(ren) that have been recorded as 'N' (No reason yet provided for absence). Registers are then printed off by 9.00am and kept in the Daily Fire Register folder at the Reception desk. An absence list is emailed to all staff when the registration checks are complete.

The Headmaster carries out a monthly check of the Pupil Attendance Report to check acceptable attendance levels and patterns of absence. The attendance log is reviewed every month in SLT meetings.

Appendix 1: Example of letter confirming reason for absence.

Nigel Reed

Hatherop Castle School

Hatherop

Cirencester

Gloucestershire

GL7 3NB

Dear Mr Reed

RE: Confirmation of Reason for absence from school

My child _____ in Prep _____ was

absent from school

on _____ to _____(dates absent) for

the following reasons:

Signed _____

Name _____ (Parent/Guardian)   (please print)

Date _____