



Blundell's

ATTENDANCE AND REGISTRATION POLICY **2016/2017**

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Blundell's

ATTENDANCE AND REGISTRATION POLICY

At Blundell's we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for our pupils, and we look to parents to support this objective. All pupils are required to be in school by 8.25 am. The school day ends at 5.30 pm or after Games commitments on Wednesdays and Saturdays, usually about 4.00 pm. School House finish at 3.35 pm on a Wednesday.

Pupils are not normally allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture, the dates of which are published in the Calendar or will have been notified to you in advance.

If your child is ill, please e-mail or telephone their House before 8.30 am on the first day of absence. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. If we have not heard from a parent or guardian, we will always telephone on the first day of an unexplained absence in order to make sure that your child has not suffered an accident.

Requests for absence (i.e. medical or dental appointments, university visits) must be made to the House Master/Mistress and reach them at least three days in advance, except in an emergency, when parents are asked to telephone the House before 8.30 am, or if no one is available then the School Office. Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to The Head well in advance of the proposed absence.

Term dates are published over a year in advance (see the back of the School Calendar) in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy not to allow holidays to be taken during term, unless there are exceptional circumstances.

Boarders (Full, Weekly & Flexi):

Your son/daughter's boarding house is the centre of his/her life at school. All pupils are cared for by a House Master/Mistress and a team consisting of Matrons and House Tutors. Together, they will be responsible for your child during term, including ensuring that he or she is safely occupied outside normal school hours.

The School expects pupils to 'sign out' when they leave the School and 'sign in' on return. This is to ensure that we always know where he/she is during term time when they are in the School's care. The School expects your son or daughter to live with you or his/her guardian when he/she is away from school during the week as well as on exeat and half term during term time. We ask you to give authority to your child's House Master/Mistress before he/she leaves the school to stay with another family.

Please telephone the school if he/she is taken ill during an exeat and will not be returning on time. We will always telephone the home if your son/daughter is more than three hours late in returning from an exeat.

We publish term dates over a year in advance in order that you can book flights without disrupting your child's education. We therefore expect your son/daughter to arrive punctually on the first day of term, and not to leave school before the last day of term.

Summary of the law taken from the guidelines for ISI Inspection:

All Independent schools - Regulation 3(17) "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education(Pupil Registration) (England) Regulations 2006".

For Boarding Schools – the NMS state: "Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times" and "Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate".

Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll", and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met.

The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

Boarding pupils are covered by the Boarding Standards: National Minimum Standards. These place a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

The Blundell's Attendance Registration system.

We use a biometric thumb print recognition system. Pupils can register themselves in their houses between 7.30 am and 8.30 am and at lunchtime as they go through the dining hall. Any late registrations will need to be taken at the school office.

The system does not hold a scan of the child's fingerprint. The computer generates a unique digital code and this code cannot be 'reverse-engineered' to generate an image of the print. When a pupil has left the school their code will be erased.

Should a child not wish to participate in the scheme, it is possible for them to register in person twice a day at the main school office.

The following system will therefore be followed:

- Pupils should sign in on the fingerprint scanners in house before 8.30 in the morning. At lunchtimes they must sign in using the scanners in the dining hall. If they miss the registration, they must register at the school office.
- Teachers teaching pupils during P1 and the first lesson after lunch should send any who have not signed in to the nearest scanner to sign in at the beginning of the lesson. There are additional scanners:
 - In the Modern Languages block

- In the Sports Hall
- In the Biology block
- In the Music Dept
- For reasons of welfare we will include boarders in our registrations.
- When pupils are not in school and we have received no letter or phone call by 9.15 a.m., the Housemaster/Housemistress or Matron will contact the parents by phone.
- Pupils arriving late to school should report to their Houses and if it is after 9.00 am they should also see the School Office.
- The School Office will use the information to produce a School Register, which will record those who were absent and also those who were present using the categories below. A copy of the list of absentees will be posted in Common Room by morning break.
- Pupils who are boarding will also be registered at evening roll-calls in Houses.
- Letters informing the school of future absence or explaining absence should be kept on file by Housemasters/mistresses.
- If pupils are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of pupils on trips or matches should always be with the School Office.
- Teaching Staff should check for absentees at the beginning of each lesson and check absences against the lists in the Common Room. They should mention any concern to the Housemaster/mistress so that it can be followed up. If an unauthorised absence is suspected, the Housemaster/mistress should be informed immediately.

Registration categories.

Register Mark	Description	Statistical Meaning	Physical Meaning
/	Present – am	Present	Present for whole session
\	Present – pm	Present	Present for whole session
#	School closed	School closed – unforeseen reason	Out for whole session
B	Educated off site – not dual registration	Authorised educational absence	Out for whole session
C	Other authorised circumstance	Authorised absence	Out for whole session
D	Dual registration – attending another establishment	Authorised educational absence	Out for whole session
E	Excluded – no alternative provision made	Authorised absence	Out for whole session
F	Extended family holiday	Authorised absence	Out for whole session
G	Family holiday (not agreed) – or days in excess of agreement	Absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness - not medical/dental appointment	Authorised absence	Out for whole session
J	Interview	Authorised absence	Out for whole session
L	Late (before registration has closed)	Present	Late for session
M	Medical/Dental appointment	Authorised absence	Out for whole session
N	No reason yet provided for absence	Unauthorised absence	Out for whole session

O	Unauthorised absence – not covered by another category	Unauthorised absence	Out for whole session
P	Approved sporting activity	Authorised educational absence	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Absence	Out for whole session
U	Late (after registration has closed)	Authorised absence	Late for session
V	Educational visit or trip	Authorised educational absence	Out for whole session
W	Work experience	Authorised educational absence	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole of session
Y	Enforced closure	School closed – unforeseen reason	Out for whole session
Z	Pupil not on Roll	Attendance not required	Out for whole of session

Maintaining records and reporting to the authorities.

If no reason for absence (N) is first entered and this is later corrected (ideally within two weeks) to the appropriate symbol, in this case only, overwriting is allowable in an electronic system. An 'N' must not be allowed to remain indefinitely.

The schools' attendance register is backed up electronically on a daily basis. Each of these additional copies is retained for three years after the end of the school year in question.

There is no longer a requirement for independent schools to return absence data to the DfE, therefore absence statistics are not published in the DfE Achievement and Attainment Tables or in the annual Statistical First Release.

All schools in membership of ISC take part in that organisation's annual census of pupils, staff and expenditure etc. From January 2009 it has been mandatory to include pupil ethnic monitoring data using the same methodology as the maintained sector.

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child.

The School will therefore inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more.

The school will inform the Local Authority of any pupil who is going to be deleted from the admissions register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;

- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

Staff who have concerns about a pupil regularly missing school and who may be aware of individual triggers such as travelling to conflict zones, female genital mutilation and forced marriage must inform the DSL immediately. In a teacher believes that an act of FGM appears to have been carried out, from October 2015, the teacher is required to report this to the police in line with their mandatory reporting requirements.

Missing Pupils. Please see the School's 'Missing Persons Procedure'.

(Reviewed AJRB Jan 2016)

Notes on Homesickness

Caused by

- Change of environment
- Change of routine
- Companions
- Even absence from pets!
- Feeling a loss of control

Often it's the first time the above has happened to youngsters – adults have the resources to cope with it. They've also experienced something similar before.

It's not connected with geographical distance from home. It's also a normal developmental experience.

- Often occurs worst at night and in the morning
- Most mild – but a few severe cases

Symptoms

- Embarrassment
- Lack of initiative or interest in the new environment
- Feeling sad or distressed
- Similar to a feeling of grief
- Depression, anxiety and weariness. These can affect sleep patterns and reduce concentration with its consequent impact on their work.
- Usually lasts two weeks
- Not easily detected and need intervention and need to actively confront the problem themselves.

Coping

- Build up tolerance by being away from home before going to school
- Strong egos usually are fine, it's the others who will need support
- Help them develop a social network as quickly as possible – rooming/letters etc

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- Develop worth, purpose & control
 - Buddy system useful.
 - Males find it more difficult to converse about their feelings.
 - Allow them to communicate with home, but they need settling time. Encourage them to cut down on excessive phone calls though. They can become overly dependent on their mobiles.
 - KEEP THEM ACTIVE! Physically & mentally.
 - Objects from home help.
 - Watch the parental reaction! They are feeling similarly. Stay in contact with them.
 - Help them to feel that it is a problem that must and can be overcome.
 - Watch for unstructured time – weekends etc. Organise activities which will help them settle.

(Reviewed BWI June 2014)