

# ATTENDANCE AND REGISTRATION POLICY



Blundell's

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FOUNDED 1604

## **ATTENDANCE AND REGISTRATION POLICY**

At Blundell's education is seen as a partnership between the family and the school. The School is 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 4.00 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 a pupil is ill, parents should e-mail or telephone their House before 8.30 am on the first day of absence giving a reason for the absence. If a pupil is absent and nothing is heard from a parent or guardian, staff will always telephone on the first day of an unexplained absence in order to make sure that the pupil has not suffered an accident. If a pupil is absent for more than 10 days or more, in light of the school's legal requirements, House staff should contact the parent or guardian to satisfy themselves as to the reason for the absence. A medical note may be considered appropriate in some circumstances.

Requests for absence (i.e. medical or dental appointments, university visits) must be made to the Housemaster/Housemistress 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 holidays can be arranged without disrupting a pupil'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):**

A pupil's boarding house is the centre of their life at school. The Housemaster/Housemistress, plus a team consisting of Matrons and House Tutors, care for all pupils. Together, they will be responsible for pupils during term, including ensuring that pupils are safely occupied outside normal school hours.

The School expects pupils to 'sign out' when they leave the School and 'sign in' on return, in order to ensure that staff always know where a pupil is during term time when they are in the School's care. The School expects pupils to live with their parent(s) or guardian when they are away from school during the week as well as on exeat and half term during term time. The School requests parents to give authority to the pupil's Housemaster/Housemistress before they leave the school to stay with another family.

Parents/Guardians should telephone the school if a pupil is taken ill during an Exeat/Leave weekend and will not be returning on time. The School will always telephone Parents/Guardians if a pupil is more than three hours late in returning from an Exeat.

The School publishes term dates a year in advance in order that flights can be booked without disrupting a pupil's education. The School therefore expects pupils 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:**

According to the Independent School Inspectorate Standards: "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 –NMS 15 states: "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.

### **Blundell's School Attendance Registration system.**

**The School uses a biometric thumb print recognition system. Pupils can register themselves in their houses between 7.30 am and 8.20 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 pupil'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 pupil 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 8.20am. 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 will also register pupils in lessons.
- For reasons of welfare the School includes all boarders in registrations.
- When pupils are not in school and we have received no letter or phone call by

9.15am, 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 9.00am, and they should report to 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 is kept in the School Office.
- 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 the Housemaster/Housemistress.
- 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 register pupils in lessons using iSAMS. If an unauthorised absence is suspected, the Housemaster/Housemistress should be informed immediately by use of the alert button.
- The School Register will be maintained on LiveRegister.

### 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
+	Music Lesson		
*	Speech and Drama Lesson		
£	Exam		
~	6 <sup>th</sup> Form cover work set		

### **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

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. From 1 September 2016, the above duty is extended. **Schools must notify their 'own' local authority when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.**

The school will inform Devon County Council of any pupil who is going to be deleted from the Admissions register where the following apply:

- New school named on a School Attendance Order OR School Attendance Order has been revoked OR suitable arrangements have been made for education other than at school - Regulation 8(1)(a)
- Child will be registered at another school (and won't be dual registered at this school) - Regulation 8(1)(b)
- Not attending and another school agrees that child should be removed from this school's register. (Child has not died or been Permanently Excluded) - Regulation 8(1)(c)
- Parent has written to confirm education otherwise than in school (there is no School Attendance Order) - Regulation 8(1)(d)
- Not attending and no longer residing within a reasonable distance from the school that would allow for daily attendance. (Doesn't apply to boarding pupils.) - Regulation 8(1)(e)
- Child has not returned in 10 school days after leave of absence was allowed PROVIDED the school does not have reasonable grounds to believe the child is prevented from attending (illness or other reasonable cause) AND the school and the LA have failed to identify where the child is after making reasonable enquiries - Regulation 8(1)(f)
- School Medical Officer certifies the child is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age. (Neither child nor parent has indicated intention to attend the school after ceasing to be of compulsory school age.) - Regulation 8(1)(g)
- Unauthorised absence for 20 continuous school days PROVIDED the school does not have reasonable grounds to believe the child is prevented from attending (illness or other reasonable cause) AND the school and the LA have failed to identify where the child is after making reasonable enquiries - Regulation 8(1)(h)
- Child is detained (by a court or order of recall by a court or the Secretary of State) for not less than 4 months PROVIDED the school does not have reasonable grounds to believe the child will return to the school at the end of the detention - Regulation 8(1)(i)
- Child has died - Regulation 8(1)(j)
- Child will no longer be of statutory school age before school meets again AND EITHER child or parent has indicated the child will no longer attend the school OR the child has not met academic entry requirements for the school's sixth form - Regulation 8(1)(k)
- The child has ceased to be a pupil of this school (not relevant to maintained schools, academies, city technical colleges or city colleges) - Regulation 8(1)(l)
- The child has been permanently Excluded from the school – Regulation 8(1)(m)

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.

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. If 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.

Any student who hold a Tier 4 Child Student Visa and misses 10 consecutive expected contacts (defined as morning registration) without permission from the school will be reported to the UKVI. The UKVI may withdraw sponsorship as a result.

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

Author:	Senior Master
Date:	June 2014
Reviewed:	Spring 2023
Next Review Due:	Spring 2025

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Review updates:

13/03/18 – Policy updated to current regulations (previous version 2016/2017 archived)

11/03/20 – Paragraphs 1 and 3/Page 1 updated to current school day (Para 1) and inclusion of legal requirements (Para 3) – no other changes made.

14/09/21 – Homesickness notes removed and turned into separate guidance document for Houseparents

02/02/23 Insert final sentence under Maintaining Records

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