

Policy Title: Attendance Register and Missing Children Policy	Effective Date:	October 2023
Staff Member Responsible: MIS/Data Manager, Head of Boarding	Review Date:	September 2024

The law requires all schools to have an attendance register. Registers must be completed accurately in order to ensure children’s safety and to comply with the law and guidance from the Department for Education.

By law, registers must be completed twice a day: at the start of the first session of each school day (08:15-08:44) and once during the second session (13:40-14:00). In addition to these periods, Westonbirt School keeps a record of lesson attendance.

On each occasion it must be recorded whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19)

Any other authorised absences for which the school has been notified in advance will be added to the register by the Senior School Receptionist or Pastoral Administrator.

See the appendix below for a full list of registration codes.

The school will follow up any **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 before entering it on to the school’s electronic register.

Attendance records are stored for a minimum of three years.

Procedure - Senior School

Tutor Group Registration (AM) - 08:15-08:44

Form tutors are responsible for completing registration for their tutor group.

- Pupil physically in front of the tutor - mark **[YES]**
- Pupil absent with no reason (not already marked absent/ill/dentist etc in register) - mark **[NO]**
- Pupil arrives late, but within the registration period, - mark **[L]** for late and enter the number of minutes late.

If a tutor is notified by a parent that a pupil is ill, or will be absent for any reason, this information must be passed on to the office (office@westonbirtschool.uk), who will update the register accordingly.

If a tutor is unable to register their group due to a technical/other reason, registration information must be passed to the Senior School office by sending a runner to Reception or emailing office@westonbirtschool.uk by 09:00.

Absences from Tutor Group Registration

Any unexplained absences will be followed up by the Pastoral Administrator and Staff on duty and every effort will be made to establish the reason.

If, at 9:00, a pupil remains unaccounted for (and has not been registered as 'present' in their first lesson), the Pastoral Administrator will contact the teacher of the lesson or go to the classroom to check if the pupil is there.

If the pupil is absent from the class and has not been recorded as visiting the Health & Wellbeing Centre or taking part in an individual music or learning support session, the Pastoral Administrator will telephone home to verify the absence.

When the reason for a pupil's absence has been established, the register will be amended accordingly.

If no reason for absence is provided after a reasonable amount of time, the code **[O]** will be used (absent from school without authorisation).

Lesson / Activity Registration 08:45 – 17:30

Teachers are responsible for completing registration for their class group. It is particularly important to complete P1 (08:45) and P7 (after lunch) in good time.

- Pupil physically in front of the tutor - mark **[YES]**
- Pupil joined class remotely – mark **[YES]** and then the optional presence reason **[A]**
- Pupil absent with no reason (not already marked absent/ill/dentist etc in register) - mark **[N]**
- Pupil is absent due to a music lesson – mark **[YES]** and then the optional presence reason **[ML]**

If a pupil arrives late, but within the registration period, they should be marked **[YES]** then **[L]** for late.

If a teacher is unable to register their group due to a technical/other reason, registration information should be passed to the office: office@westonbirtschool.uk

Absences from Lessons

If a student is missing from a lesson, teaching staff should use the registration alert (iSAMS). Please use your judgement before pressing the alert and give students a few minutes to be late! If a student has been marked out in tutor time or other lessons, it is also likely the team are already aware and an alert does not need to be sent. If the missing student arrives late to the lesson after you have sent the alert, please mark them present (late).

The office/SLT on duty will check:

Health & Wellbeing

Music Lessons - the rolling music lesson timetable is published each day in the Staff Daily Bulletin.

Learning Support – in case of any updates to the timetable

If the student is not found after checking these places, a physical search will then take place, as described below.

Pupils

Pupils are expected to:

- attend school every day, so long as they are fit and healthy enough to do so.
- attend all lessons and all relevant activities when at school.
- be punctual and arrive at lessons on time, particularly those which come after a break/ lunch.
- be ready to learn and organised with the right equipment.
- follow the protocols in place for late arrival and can expect sanctions in line with the school's behavioural policy.
- sign out at Reception when leaving the school grounds; this also applies to Sixth Form students.

Parents and Guardians

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law.

Parents should:

- ensure their child attends daily (or on the days they are required to attend) and on time.
- keep the school fully informed on all matters that might affect their child's attendance.
- telephone and/or email the school office on the first day of any absence to provide an explanation for the absence. Where the school is unable to make contact by phone, an email will be sent home.
- provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence when the school requests proof of absence.
- make doctors and dental appointments for their children outside school hours wherever possible
- plan family holidays outside term time
- make a formal application in writing with sufficient notice to the Head of the relevant School for any term time leave of absence.

Requests for special leave

Parents requesting special leave must apply directly to the Head, via the Parent Portal. The absence may be declared authorised or may be refused. If, when refused, the parents then take the child out of school, this becomes an unauthorised absence. The school will be mindful of risks to children including FGM and travelling to conflict zones.

Notifications of approval for special leave will be sent from the Head's PA, to the Senior School Receptionist.

Any requests made to a pupil's tutor should be forwarded on to the Head and Head's PA for approval.

Requests for early collection

Requests for early collection from school (16:30) should be made via the Early Leaver form, or by email to the School Office. Requests must be made at least 24 hours in advance.

Absence after a holiday

After every holiday, including half term, the parents of any absent children are immediately contacted to ensure that the children have not gone on unauthorised extended leave. Any requests for extended leave in school time are refused unless parents can provide evidence of an emergency e.g. sickness, bereavement etc. In all cases parents are asked to provide a return date.

Reporting Absences

NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include: 10 days of unauthorised absence (other than for reasons of sickness or leave of absence); Failure to attend regularly, and Deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives. (see Missing Pupils policy)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Missing Children Procedure

Rationale

Children's safety is our highest priority, both on and off the premises. Every attempt is made, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed:

Procedure

Senior & Prep School

8am – 6pm

Receptionist

The member of staff discovering that there is a pupil missing is to report it immediately to Reception. The Receptionist will:

1.1 Check with the Health and Wellbeing Centre

Check with the Prep School, Portacabin block, Music Department, ELT and Learning Support Departments and Sports Centre

1.2 Check with all peripatetic teachers, specialist teachers and specialist teaching spaces used across both schools.

1.3 Then locate staff on duty and inform them, who in turn, may phone the missing pupil's mobile phone.

The House Staff (senior only)

2.1 Check all Houses, prep rooms, IT, drawing rooms and the prep room

2.2 Check with the pupil's friends to see if they know their whereabouts

2.3 Phone Sixth Form staff to check Sixth Form House and Querns House to check prep school

2.4 Phone Science staff to check ADT building

2.5 Check the Chapel

2.6 Check classroom courtyard, Music block, Italian Gardens and Leisure Centre.

If the pupil is not found, the Head, Deputy Head or Head of Boarding may sound the fire alarm.

Additional Checks

Other staff may be tasked to check the following set areas of the grounds:

- 4.1 Querns House and gardens to East Lodge
- 4.2 Down to the Ha Ha towards Chapel
- 4.3 Rose Cottage, lake, churchyard down to the Ha Ha
- 4.4 Games field, snake path, and everything on left hand side of drive to tennis courts, wood at bottom of pitches and Leisure Centre

These steps should be followed until the pupil is found.

When the pupil is found, reception should be informed and the office should inform the member of staff who first identified that the pupil was missing.

If the pupil is not found, follow the procedure below.

- 5.1 Headmistress is informed
- 5.2 Local road check.
- 5.3 Contact parents/guardians.
- 5.4 Inform police.

6pm - 8am (senior only)

A member of the main school House staff should:

- 1.1 Check with the Health and Wellbeing Centre
- 1.2 Check with the Music Department, EAL and Learning Support Departments and Sports Centre if appropriate
- 1.3 Check all Houses and prep rooms.
- 1.6 Check classroom courtyard, ADT block, walled gardens, and Italian gardens

- 1.7 Check the Chapel
- 1.8 Phone the missing pupil's mobile phone number

If the pupil is not found, the Head, Deputy Heads or Head of Boarding may sound the fire alarm.

Other staff may be tasked to check the following set areas of the grounds:

- 3.1 Querns House, gardens to East Lodge and Leisure Centre
- 3.2 Italian Gardens down to the Ha Ha towards Chapel
- 3.3 Rose Cottage, lake, churchyard down to the Ha Ha
- 3.4 Games field, snake path, and everything on left hand side of drive to Main gate
- 3.5 Tennis courts and wood at bottom of pitches

These steps should be followed until the pupil is found.

When the pupil is found all House staff should be informed.

If pupil is not found, following the procedure below:

- 5.1 Headmistress is informed.
- 5.2 Local road check
- 5.3 Ring parents/guardians
- 5.4 Inform police

School Registration Codes

Attendance Codes

Present [/]

Study Leave (In School) [SS]

In School Authorised Absence [CI]

Time Out [T]

Exam [K]

Online Learner [D]

Learning Support Session [LS]

Music Lesson/Practice [ML]

Art [AR]

Tour [T] – Admissions tour

Sport [SP]

Absence Codes

Educated Off Site [B]

Other Authorised Circumstances [C]

Excluded [E]

Early Collection [F] - *internal only*

Family Holiday (Agreed) [H]

Illness [I]

Interview [J]

Medical / Dental Appointments [M]

No Reason Yet Provided For Absence [N]

Unauthorised Absence [O]

Approved Sporting Activity [P]

Pupil Withdrawn from Normal Lessons [Q]

Religious Observance [R]

Study Leave [S]

In HWC [U]

Educational Visit or Trip [V]

Work Experience [W]

Nursery Not Signed Up Day [X]

Enforced Closure [Y]

Pupil Not Yet On Roll [Z]

School Closed To Pupils [#]

Covid-19 Related Illness (>) [>]

Not attending in circumstances relating to coronavirus (COVID-19) [*]

Appendix – detailed information regarding registration codes

Present [/]	Present
Remote Learner [RL]	This code should be used for pupils who join lessons remotely. This code is internal only and linked to [/] Present
Educated Off Site [B]	This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity of where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternate activity notifies the school of any absences by individual pupils. The school should then record the pupil's absence using the relevant absence codes.
Other Authorised Circumstances [C]	Leave authorised by school
Excluded [E]	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made, they should be marked using the appropriate attendance code.
Early Collection [F]	This code is for internal use only and refers to pupils being collected from school at 16:30.
Family Holiday (Agreed) [H]	Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.
Illness [I]	<p>Authorised absence. Parents should notify the school on the first day the child is unable to attend due to illness. If the notification comes to the child's tutor, this should be passed on to the School Receptionist, who will enter in to the register.</p> <p>If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the</p>

	form of prescriptions, appointment cards, etc. rather than doctors' notes.
Interview [J]	This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
Medical / Dental Appointments [M]	<p>Authorised absence. Parents should ask for permission from the Head for their child to attend an appointment during the school day.</p> <p>Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p>
No Reason Yet Provided For Absence [N]	This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
Unauthorised Absence [O]	If the school is not satisfied with the reason given for absence, they should record it as unauthorised.
Approved Sporting Activity [P]	This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
Pupil Withdrawn from Normal Lessons [Q]	This code would be used if a parent had asked for their child not to take part in certain lessons
Religious Observance [R]	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.
Study Leave [S]	Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
Gypsy, Roma, Traveller Absence [T]	This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision.
In HWC [U]	Pupil is in the school's Health & Wellbeing Centre (san)
Educational Visit or Trip [V]	The teacher in charge of a trip or visit should inform the appropriate Head/s of Year and the School Receptionist which pupils/classes will be out.



Work Experience [W]	Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience 12 placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.
Nursery Not Signed Up Day [X]	This code is used to record sessions that non-compulsory school age children are not expected to attend.
Unable to attend due to exceptional circumstances [Y]	This code can be used where a pupil is unable to attend because: • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
Pupil Not Yet On Roll [Z]	Pupil not yet in school
School Closed To Pupils [#]	
Covid-19 Related Illness [>]	Internal use only – linked to government code [I]
Not attending in circumstances relating to coronavirus (COVID-19) [*]	This code is to be used for anyone isolating/waiting for results of a test/shielding/in quarantine