

Policy Title: Attendance Register and Missing Children Procedure

Staff Member Responsible: Deputy Head Pastoral

Last Review: 2024-25

Changes Made at Review:

- **September 2024** – attendance codes updated, in line with DfE guidance, link to most recent statutory guidance for schools updated.
- **August 2024** – removal of reference to Covid 19 absence recording, strike through Covid 19 registration codes

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 (13:45-14:00). 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; or,
- Unable to attend due to exceptional circumstances.

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 **[RL]**
- 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) and **record the number of minutes that they are 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, CME 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 or Houseparent 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 on SOCS, 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/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Missing Child 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 between the hours of 8am – 6pm

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
- 1.2 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.

Senior School between the hours of 6pm – 8am ("Boarding Time)

The House Staff (senior only) will:

- 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 Sedgwick to check prep school
- 2.4 Phone Science / Art 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 if the pupil remains unaccounted for:

- 4.1 Prep School 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

/	Present - morning session
\	Present – afternoon session
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded and no alternative provision made
G	Holiday not granted by the school
I	Illness
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival before the register is closed
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend the school because of a lack of access arrangements
R	Religious Observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention



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Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure (e.g. school holidays, INSET days)