



SHAPWICK SCHOOL

ATTENDANCE POLICY

1. INTRODUCTION

The Education (Pupil Registration) Regulations 1995 set out details of the information which must be included in an attendance register. A paper attendance register is kept. Guidance on completing registers is provided below, but it may be computerised in the future.

The attendance register must be available for inspection by authorised persons.

Attendance registers are important legal documents as they allow the attendance and absence records of individual pupils to be monitored.

2. DAY PUPILS

All day pupils will report for registration to the School Assistant at Shapwick Prep and Shapwick on arrival at school each day before assembly. They will then report to the School Assistant at Shapwick Prep and at Shapwick at 13.35. These two persons will complete the school attendance register according to the guidance notes below.

A register is taken for boarders by Houseparents each day. In each boarding house a register will be completed each day before the pupils leave for school. Another register will be taken when the pupils return to their house and tea/prep as appropriate. On Saturdays and Sundays registration will be taken at 5pm. Pupils who are absent at weekends because they are weekly boarders with parent/school permission to go out for the weekend should be marked with a D in the O in the register. Full boarders will not be allowed out at weekends unless direct contact has been made with the appropriate Houseparents/Headmaster/school secretary.

3. COMPLETION OF REGISTERS – GUIDANCE NOTES

The school attendance register is a legal document and should be marked in ink at all times. The attendance register must be completed at the beginning of each morning and afternoon session using the symbols specified on the inside front cover.

4. LATENESS (FOR DAY PUPILS ONLY)

Where a pupil arrives after the register has been marked, but during the registration period, he or she should be marked as L and counted present. Where that arrival is so late as to have missed reasonable time for registration, he or she shall be marked as unauthorised absent in the register although the time should still be recorded in the late book. It is essential to have a system which notes the time of arrival of all late pupils and shows which are unauthorised absences.

Notes:

- a. Unauthorised absence relates to any absence either:
 - Without parental knowledge
 - Where no written or verbal communication is received from parents
 - Where the reason is inappropriate
- b. Notes and telephone messages should be dated and should be related to individual periods of absence and put in appropriate file in the school office.
- c. Pupils may be authorised to be absent for up to 10 days in any school year to go on family holiday, although this may be extended in exceptional circumstances at the Head's discretion with the authorisation of the governing body.
- d. Applies to activities approved by the Head and authorised by the governing body or LEA including licensed entertainment performances.
- e. Absence due to suitable transport not being provided by the LEA where the school is not within walking distance.

5. COMPLETED REGISTERS

- A register will be kept in each boarding house and absences will be communicated to staff in the communications book in each staffroom.
- A register will be kept for the day pupils at each school site and left in the pigeon hole of the School Assistant at Shapwick Prep and in the school office for the School Assistant at Shapwick.
- A weekend register will be kept in the staff room at Shapwick for completion at 5pm on Saturday and Sunday. Duty staff will communicate information to respective Houseparents as appropriate.

6. LEAVE OF ABSENCE FOR FAMILY HOLIDAY

The Directors (acting through the Headmaster) have power to grant up to 10 days leave of absence each school year to enable pupils to take holidays with their parents. This leave is discretionary, not an automatic entitlement and the Headmaster will continue to do what he can to dissuade parents from taking a child from school in term time, especially at crucial periods for the child. The following checklist will be reasonably applied when considering such requests.

- The nature of the trip
- The duration of the absence and the effect on the child's education
- The circumstances of the family
- The distance being travelled
- The child's attendance pattern

7. PUPILS LEAVING CLASSES DURING SCHOOL HOURS

For safety and security reasons, an appropriate 'Out of School Activities' form must be completed and appropriate notes made in the communications book in the staff room. Medical/Doctors/Dentist visits will be recorded beforehand in the communications book by the appropriate staff. Absence due to illness or children in the sick bay must be recorded in the register and the communications book as appropriate. Pupils absent from lessons due to approved sports fixtures will be listed in the staff room or communications book.

8. ABSCONDING

If a child is absent from the school site, lesson or boarding house without prior agreement or discussion, he/she may have absconded. If this is the case the following course of action should be followed:

- Ask peer group for information
- Ask Tutor/Houseparent/School Secretary for any relevant information
- Check School/House site, including changing rooms, locker rooms, playing fields and immediate vicinity of the site
- Ask peer group again for information as to whether any incident/upset had occurred to cause the child to be upset and absent themselves
- Re-check the immediate vicinity of the School, Boardinghouse, and check the security cameras at the Senior School if feasible
- Inform the Tutor/Houseparents and the Headmaster. A decision will then be made as to the course of action and check that everything reasonable has been done
- Enquire as to whether the child has a mobile phone and ring it
- Contact parents or anybody else relevant to ascertain if they know of the whereabouts of the child
- Start a vehicular search around the area where the child was last seen, keep the Headmaster fully informed. Enlist the help of anybody available
- After a maximum of 2 hours inform the police of the incident
- Keep parents fully informed
- On locating the child make sure that he/she is safe. The Headmaster will discuss and agree a course of action to follow and the timescale involved.

9. CLASS REGISTERS

Teachers should check that all expected pupils are present in their lesson, preferably a roll call/register should be taken each lesson. If a pupil is absent, and the reason for absence is unknown, the school office/a member of the Senior Management Team should be contacted as soon as possible. Teachers should regularly check the communication book in the staff room for up to date information, and look at notice boards for details of out of class activities and the different types of individual lessons which pupils might be attending e.g. Speech and Language Therapy, Occupational Therapy, Reading Clinic, individual Literacy or Maths support etc.

10. VISITORS

Each site has a visitors book and notes for its use are included in the security policy.

11. ANNUAL SCHOOL CENSUS

Information about pupil numbers is collected by the DfE through the annual school census, which takes place in January each year.

Annual review of this policy due on or before: 01.09.12