



Brentwood School

SENIOR SCHOOL ATTENDANCE POLICY

Introduction.

Every child has a fundamental right to be educated and regular attendance is extremely important if children are to take full advantage of the educational opportunities available to them. To ensure that this is achieved parents and teachers have a duty to ensure maximum attendance at school. All children are expected to attend school except when they are ill, in which case they should be fully recovered before returning. Punctuality is equally important.

The safety and wellbeing of all our pupils at Brentwood School is our highest priority and it is, therefore, the duty of staff to follow up unexplained and unexpected absence in a timely manner and to identify and deal with children who go missing from education (see Annex A, Keeping Children Safe in Education, Part 1, September 2016 and the Senior School's Missing Pupils Procedure).

What to do if a child has to be away.

If a child is unfit for school, the parent / guardian should contact the school **before 8:30 a.m.** on the pupil's first day of absence which has not previously been agreed with the school. The school will contact parents / guardians if there has been no communication from the parents / guardians explaining reasons for absence. However, absence will not be authorised without legitimate explanation. Leave may be granted in an emergency or for medical appointments that are unavoidably during school time but, wherever possible, appointments should be made outside school hours.

The Headmaster has a duty to ensure that term dates are protected and leave of absence will not normally be granted for family holidays in term time. In exceptional circumstances parents should write directly to the Headmaster explaining fully why the request is being made to remove a pupil from school in term time.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues.

What constitutes Authorised and Unauthorised Absence?

Authorised absences are those which the school agree are unavoidable, e.g. illness or family bereavement, and absences which leave has been given such as agreed holidays or medical appointments.

Unauthorised absences are those that the school considers unreasonable, to be determined by the Headmaster. An absence is unauthorised until acceptable explanation is received and it is for the school, not the parent or guardian, to decide whether an absence should be recorded as authorised or unauthorised. Providing confirmation of the reason for the absence does not automatically register the absence as authorised. This is solely at the discretion of the Headmaster.

Lateness.

Should a child be unavoidably late and miss the register they must report directly to the Lost Property Office where their attendance will be recorded on the school register. Arrival after 08:30hrs or Afternoon registration (14:00hrs – Monday to Thursday and 1345hrs on Friday) will result in a 'Late' mark being recorded on the register.

Signing in and signing out.

Pupils who arrive at school after registration (am or pm) should sign the late book in Courage Hall reception. Pupils who leave the school site before the end of the school day should explain why in the signing out book before signing out. Pupils should not leave the school site in this way without first obtaining the permission of a member of staff. In circumstances authorised in advance, pupils should remind their tutors on the day that they will be signing out in this way. The Sanatorium staff will update the signing out book for those children too unwell to sign it themselves, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

The Law.

The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

Monitoring and Review.

The Deputy Head (Pastoral) has responsibility for monitoring the attendance of children in the school and will work with parents to resolve any difficulties. Attendance is reviewed regularly and the Head of Year will contact the parent / guardian should a child's attendance reach 90% where the reason for such absence is unknown. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely. If attendance falls below 90% in subsequent half terms, without good reason for the absence, parents will be contacted in writing and asked to meet with the Head of Year. The School has a legal duty to report to the Local Authority a pupil's failure to attend regularly.

School Registration Procedures.

Attendance registers at Brentwood School are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 (see also amendments to the regulations, 2016). The attendance register is relevant to all day pupils of compulsory school age. In the interests of welfare, health and safety, pastoral care and educational benefit, attendance registers are maintained in the same way for pupils in the Sixth Form.

Senior School Procedure.

- All boarders are registered in houses before school starts in the mornings.
- All students (day and boarding) are registered at 0830hrs and at the beginning of the afternoon (1400hrs from Mon-Thurs and 1345hrs on Friday).
- Students are registered electronically in each lesson on the SIMS database using Lesson Monitor.
- A list of absentees is collated by the School Marshal and emailed to all teaching staff during the morning.
- Attendance data is stored on the SIMS database.

Form Tutors are responsible for completing attendance registers at the start of the morning session and once again at the start of the afternoon session each day and for following up unexplained absence in a timely manner. The “N” code which is used to indicate that no reason has been provided for absence, must not be allowed to remain indefinitely and is later corrected as soon as possible (and certainly within two weeks within term time) using the appropriate code on SIMS.

The names and details of pupils who join or leave the school will be included or deleted according to the *Education (Pupil Registration) (England) Regulations 2006 (amended 2016)*.

The school reports the following attendance issues to the local authority:

- 20 consecutive sessions of unauthorised absence
- Failure to attend regularly (where attendance repeatedly fell below 90% without good reason and there was concern regarding unauthorised absence)
- Deletion from the school register when the next school is not known

Each attendance register will include the following information:

- Details of the pupil's form/tutor group.
- Whether a pupil is present or absent on any given morning or afternoon.
- For pupils of statutory age, information about authorised or unauthorised absence. Details of such information will be found in correspondence between home and school, which is kept in each pupil's correspondence file/or electronically.

Electronic registration:

- The register will be backed up every month/or a printed version will be available

- There will be provision for the register to be stored for at least 3 years
- If corrections are made to the register provision to show the correction and the original will be made through comparison with the electronic version and the printed copy.

The School Marshal is responsible for ensuring that registers are complete after each registration session. Heads of Year are responsible for bringing any causes for concern to the attention of the Deputy Head (Pastoral) who, working with the Heads of Year and tutors, will pursue any issues that require following up with either a pupil's parents or guardians or with the Local Authority.