



## 4-19 Attendance

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### Policy Statement

For the welfare, health and safety and educational benefit of all pupils, Guildford High School registers pupils in all years, including the Sixth Form. Guildford High School requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the *Education (Pupil Registration) (England) Regulations 2006*. For this reason Form Tutors/Teachers must ensure they are completed properly in accordance with the procedures in this document.

This policy applies to all members of our school community, including those in our EYFS setting and those in the Sixth Form. It is thus relevant to all day pupils of compulsory school age (5-16) as well as to students younger and older than this. (N.B. Our Sixth Form pupils are of compulsory 'participatory age' as opposed to compulsory *school age*.)

Registers are completed electronically via iSAMS and are able to be printed out if required. The register is kept for at least three years. Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

*Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document. The school is fully committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.*

*This document is available to all interested parties on the school's website and on request from the Junior and Senior Reception. It should be read in conjunction with:*

- *Missing Pupil Policy*
- *Child Protection Policy*
- *Admissions Register Procedures as outlined in the Admissions Policy*

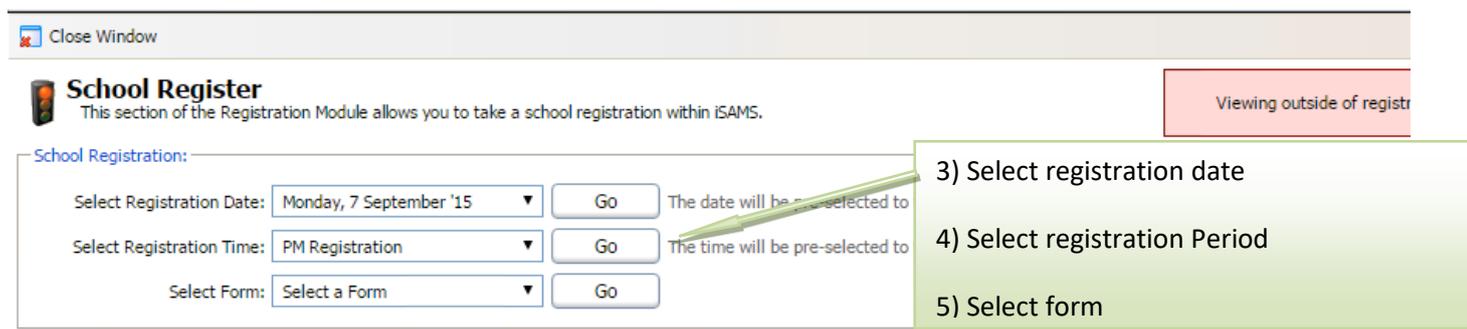
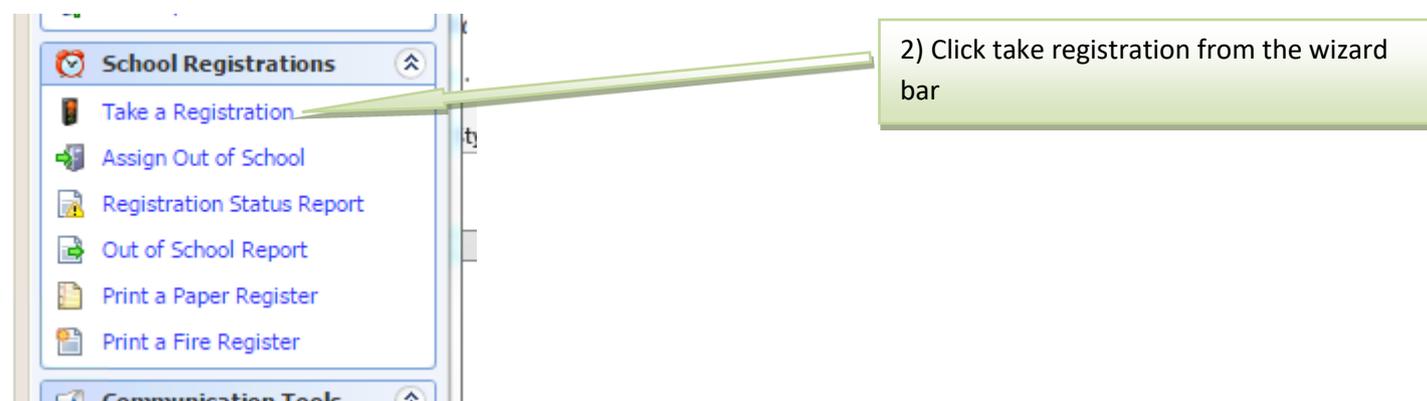
*This document is reviewed annually by the Deputy Head (Academic), or as events or legislation changes require. The next scheduled date for review is June 2018.*

## Procedures

### Key Personnel

- All members of teaching staff must be familiar with the following procedures, and must know how to access the attendance registers, as shown in the diagrams below.
- Form Tutors and Reception are responsible for recording and following up attendance issues.
- In some cases (e.g. absence that gives rise to concern or repeated failure to provide a letter explaining an absence), the Head of Year, Deputy Head (Pastoral) or Head of Junior School may also make contact with parents and pupils.
- In extreme cases (e.g. more than 10 days of unexplained absence), the Headmistress takes responsibility for following up absences.

### Accessing Attendance Registers



Pupils Name	Form	Tutor	Year	Registration Status					
BERRY, Laura (Laura)	10LG	AEG	10	Not Yet Registered	CS	No	Yes	Late	-
BOTTOMS, Alexandra (Alex)	10LG	AEG	10	Not Yet Registered		No	Yes	Late	-
CLOSE, Marie-Elise (Elise)	10LG	AEG	10	Not Yet Registered		No	Yes	Late	-
DEVON-BERRY, Anya (Anya)	10LG	AEG	10	Not Yet Registered		No	Yes	Late	-
GLOVER, Lauren (Lauren)	10LG	AEG	10	Not Yet Registered		No	Yes	Late	-
GRUBER, Morgan (Morgan)	10LG	AEG	10	Not Yet Registered		No	Yes	Late	-
KOETJE, Anna-Noora (Noora)	10LG	AEG	10	Not Yet Registered		No	Yes	Late	-
MANNING, ...						No	Yes	Late	-
MULGIB, ...						No	Yes	Late	-
NAPIER, ...						No	Yes	Late	-
PINNOCK, ...						No	Yes	Late	-
ROBERTS, ...						No	Yes	Late	-
SANDERS, ...						No	Yes	Late	-
SAUNDERS, ...						No	Yes	Late	-
SAVAGE, ...						No	Yes	Late	-
SCHMIDT, ...						No	Yes	Late	-
SCOTT, ...						No	Yes	Late	-
SOME, ...						No	Yes	Late	-
STREETER, ...						No	Yes	Late	-
STUBBS, ...						No	Yes	Late	-

5) Click the status button (present, late, absence)  
 Late : enter time  
 Absence: enter correct status. Please see list of possible absence status below.



6) Make sure the change get saved, if in doubt click "Force to Save"

The attendance register includes the pupil's tutor group and records if they are absent or present at any given registration session. The codes used in registers for Years 7-11 are listed below with their meanings:

<b>YES</b>	<b>Pupil is present.</b> This should be marked during registration to confirm the presence of the pupil in RAM and RPM. <i>'Yes' cannot be entered unless the Form Tutor has seen the pupil.</i> Reception will also enter a pupil present or late after they have seen the pupil or the music department if the pupil has a music lesson which runs across registration.
<b>B</b>	<b>Pupil absent from registration.</b> Pupil is not physically in registration and no correspondence from parents received. Any absence marked with a B is unexplained and should be followed up by tutors and the symbol amended accordingly.
<b>C</b>	<b>Pupil absent from registration. However, parents have phoned up to inform the school of their daughter's absence.</b> Any C absence should still be followed up with a letter. This should either be directed to the Form Tutor (sickness, treatment) or the Headmistress. Depending on the type of absence and if permission has been granted by the Headmistress the absence can be authorised using the appropriate letter. This will usually be entered by the Sports Centre and they will remind parents to bring in a letter.
<b>O</b>	<b>Pupil has signed out.</b> In years 7-11 this should be followed up with a note to explain the absence. Tutors should then amend the register to explain the absence.
<b>S</b>	<b>Pupil away sick.</b> An S is put in the register usually by the Form Tutor when a letter is received confirming the pupil's sickness. Any letter should be passed to the school nurse for reference. Written confirmation is needed before a sickness absence can be authorised. However, if the nurse has contacted the parent to pick up a sick pupil, then on collection she can be marked by the Nurse or Reception with an S for that day and no follow-up letter is needed. If the pupil stays off sick for any subsequent days, her absence <i>must</i> be followed by a letter.
<b>T</b>	<b>Pupil is at a treatment</b> e.g orthodontist, dentist, doctor or physiotherapy appointment. An absence can only be authorised as a T when written confirmation has been received.

<b>J</b>	<b>Pupil is away on a school trip.</b> Staff organising trips should inform Reception of pupils who attend and who were absent on their trip.
<b>A</b>	<b>Pupil has an authorised absence.</b> In most cases this can only be authorised by the Headmistress and should have been agreed between the parent and the Head prior to the absence. Examples where this is the case are holidays in school time, outside school extra-curricular activities, weddings, religious observance. ALL letters requesting this type of absence should be passed to Helen Thompson. If you are unsure, please see your Head of Year. If the school, or part of it, is closed due to exceptional circumstances (e.g. heating failure, snow), the authorised absence symbol is entered in the register for all pupils.
<b>U</b>	<b>Unauthorised absence.</b> This letter is used when absence has not been followed up by a written letter, or if the Headmistress has not given permission. The letter U can also be used if an absence has not been requested but has been taken. Please see your HoY or a member of SMT if you are unsure.
<b>X</b>	<b>Study Leave</b> – this is used for Years 10 and 11 only when they have study leave for Year 10 exams and Year 11 mocks. HoY will advise tutors when to use this.
<b>W</b>	<b>Work Experience</b> – this is used for Year 11 pupils during Work Experience week in July.
<b>L</b>	<b>Late</b> - A pupil can be marked late at the Form Tutor's discretion if she does not arrive at 8:30 for RAM or 14:30 RPM, but they do turn up. If a pupil misses registration due to lateness she must report to Reception, who will then update the register. However, a Clarion Call will have been made to parents by 10 am and they will be asked to send in a note explaining her lateness. All pupils who enter school outside registration or exit school after RAM or RPM should register at Reception in the Senior School or the Reception desk in the Junior School. This is important for accurate fire registration. However, it does not authorise an absence or explain an absence. Reception updates the registers following registration. A pupil should only sign in at reception if they arrive after 8.38am for RAM or 2.38pm for RPM. Otherwise they should go to their form room and register with their form tutor. If a pupil arrives after 10 o'clock and before 12.45 then she will be marked as a late by Reception.

### **Sixth Form External Absences**

As well as the above the following are also used for Sixth Form Absences:

<b>X</b>	<b>Study Leave.</b> This must be pre-agreed and pre-entered by the Form Tutor and can be used when pupils have no lessons in the afternoon. It is for RPM registration only except during AS study leave when it can be used for both sessions.
<b>I</b>	<b>Attending interview.</b> Written permission by writing a letter to Tutor is needed.
<b>E</b>	<b>Pupil is sitting an examination.</b>
<b>Z</b>	Z is entered into the register when a Sixth Form pupil has been absent from registration and signs in between 9:00 and 13:25. This is to note when lessons have been missed. Sixth Form tutors must follow up this absence. A Sixth Form pupil absent from registration but signing in between 8:40 and 9:00 is entered using the L symbol.

### **Signing Out**

Where pupils have signed out for treatments or appointments, these absences must be explained by a letter and then the register changed to explain the absence. The initial symbol used by Reception will be O and once it has been confirmed that the pupil's absence was valid, the register will be updated with the appropriate symbol.

If the nurse has contacted the parent to pick up a sick pupil, then on collection she can be marked by Reception with an S for that day. Any subsequent absences should be followed by a letter.

### **Sixth formers leaving site during school day**

Sixth Formers may leave the site during the school day but must sign out at reception in departure and sign in again on return. Signing in shortly before p.m. registration is not an alternative to attendance at registration: pupils must sign in and then attend registration.

## **Music Lessons and Native Speakers**

Any pupil missing RAM or RPM due to a music lesson must go to Reception before or immediately after their lesson to be registered. The receptionist on seeing the pupil will enter a P into the register. The Native Speakers class in the Senior School takes places once a week during morning registration. The teacher in charge of the class is responsible for taking the register.

## **Following up unexplained absences**

Parents should either contact Reception before 8.30am or email their daughter's Head of Year or Form Tutor/Teacher to inform them of any absence or illness. This should be repeated on every day of the absence. Upon return to school a signed and dated absence note should be provided to the Form Tutor/Teacher.

In the Junior School, the receptionist telephones the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded, before 10am each day and records the reason for absence according to the above code. In the Senior School this is done by Clarion Call and by 10am each morning by Reception staff.

The school requests that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headmistress well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headmistress, via their daughter's Form Tutor, requesting leave of absence in advance of the date.

It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons. Form Tutors should follow up all UNEXPLAINED absences (those marked with a B).

Every Monday Form Tutors will receive a report of pupils with unexplained absences for that term. Pupils should then be reminded of the need for written authorisation. Tutors should wherever possible update the absences by Wednesday of that week. Form Tutors, Heads of Year and the Deputy Head (Pastoral) will then receive an email of the pupils with unexplained absences and late attendance, which will then be followed up by the HoY.

Letters received to explain absences e.g sickness, treatments must be used by the Form Tutor to update the register. They should then give the letter to the nurses to file. The nurses should not have to update registers on receiving these letters.

If an absence cannot be explained please see the Deputy Head (Pastoral) to follow it up. In some cases a U may be recorded against the pupil.

The Headmistress will report to Surrey Local Education Authority the following attendance issues:

- 20 days unauthorised absence
- Failure to attend regularly
- Deletion from the school register when the next school is not known
- Deletion from the school register if a pupil is taken out of school by their parents and is being home educated.
- Deletion from the school register where the pupil has ceased to attend Guildford High School and no longer lives within reasonable distance of the school (unless of course parents have given due notice as per standard procedures and have indicated the next school). *N.B. This does not, of course, apply to pupils leaving GHS for university.*
- Deletion from the school register because the pupil has been permanently excluded.

When the Headmistress knows the deletion from the school register will apply, she will contact the Surrey LEA.

## **Clarion Call**

A Clarion Call will be made to parents following RAM and RPM registration if a pupil has an unexplained absence marked (B). Clarion Calls are made by Reception. In the Junior School the Receptionist telephones parents.

### **School Closure**

When the school is closed to pupils for weather reasons, INSET days or end of term times, the registers will be marked as "School Closed" (#) by the administrative team.

### **Maintenance of the Attendance Register Procedure**

The attendance register records the following information:

- Original and amended entries
- Name or title of any person making an amendment and the date the amendment is made

Any inclusion/deletion from the school's register is made according to Education (Pupil Registration) (England) Regulations 2006. The Admissions Register Policy and Procedures document outlines this in full detail.

The Management Information Systems Manager is responsible for ensuring back-up procedures are followed.

- Daily SQL back-ups are kept for one year
- Monthly SQL back-ups are kept for in excess of three years off site in Nightingale Road or the Sports Centre and on-site on active servers
- Monthly flat-files are kept for in excess of three years off site in Nightingale Road or the Sports Centre and on-site on active servers
- Provision for the electronic register and any print out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction.

*This policy will be updated in June 2018.*