

# Godstowe

## School Policy

### Attendance and Registration

Reviewed  
September  
2023

#### Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

Under the Education (Pupil Registration) Regulations 1996, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of the morning and at the end of the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

#### Admission Register

The admission register contains the personal details of every pupil in the school, along with the date of admission or readmission to the school, information regarding parents and carers and details of the school last attended.

#### Definitions

**Authorised absence** An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent/Health Centre for boarders writes a note or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

**Unauthorised absence** An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

#### Registrations

First and second registrations are undertaken by Class Teachers in Lodge and Form Tutors in Main School. Registration is undertaken online via the iSAMS Management Information System. Outside of school hours girls who are boarding (full, weekly, part time, ad hoc) are registered before breakfast, at afternoon snack time and after supper. At bedtime, boarders are individually accounted for in their dormitories.

#### First Registration

First registration of all pupils in Main School takes place from 8.20am each morning and in Lodge at 8.45am.

An entry must be made for every pupil - yes or no - to state whether the pupil is present or not. Absent pupils are marked N (no reason yet provided for absence). If a pupil is marked absent and the reason is known for his/her absence, then the appropriate symbol will be entered by Reception. The Receptionist reviews all absent pupils marked N and updates the entries to the correct reason for absence, if known. From 8.55am, the Receptionist telephones the parents/houseparents of any day and boarding pupils in both Lodge and Main School who are absent without known reason. In the event of the receptionist being unable to contact the relevant person, she will notify a member of the SLT or the DSL who will take appropriate action.

In Main School, Form Tutors will take the register in Form Time between 8.20am and 8.30am. After 8.30am, the pupil is then late, and they must report to Reception. Any pupil who is in school but, for any reason, is going to miss the daily registration period before 8.30am should report to Reception before going to their activity. The Receptionist will mark them present on the system.

Each Friday, the Receptionist will review the registers.. Any persistent lateness (more than 5 occasions within a half term) will be passed to Form Tutors to discuss with parents/houseparents.

### **Second Registration**

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Second registration for Lodge pupils takes place at 1.45pm immediately after lunch play. Access to online registration is open from 1.35pm to 1.55pm.

Second registration for Main School pupils takes place at 4.00pm at the end of the afternoon session and before the commencement of the Enrichment Programme. Access to online registration is open from 3.55pm to 4.15pm.

### **Pupils leaving the school premises during the school day**

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Any Main School pupil who leaves the school premises for any reason during normal school hours (between 8.40am and 4.00pm) reports to Reception and signs the Absence Sheet. They indicate their time of departure and the reason for the absence. Upon return, the pupil goes back to Reception and enters their return time on the same sheet. The Receptionist records the absence in iSAMS.

In Lodge, if a child has to leave the premises during the school day it is noted by the Lodge Receptionist who records times and reasons for absence in a folder. A direct handover takes place with parent/carer. Individual pupils taken out of Lodge by music staff are handed over directly between the form teacher and the music teacher. Absences are also recorded in iSAMS if a child is not present for the 1.45pm registration.

### **Notification of known future absences**

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Letters or emails sent to school **requesting** a future absence (including holidays, weddings, participation in out-of-school sporting activity, senior school visits etc) are sent to the Receptionist ([reception@igodstowe.org](mailto:reception@igodstowe.org)) who forwards them to the Headmistress for approval. At Lodge, they are sent directly to the Head of Lodge. After the request has been approved/declined, the Receptionist or Head of Lodge notifies the parents of the outcome. The Receptionist places a scanned copy of the letter/email in a file that is kept in Reception. The Receptionist marks the absence on the system, including the reason for the absence using the appropriate symbols listed on iSAMS, thus making the absence authorised. At Lodge, a hard copy of the letter/email is kept in the pupil's file. Parents can now notify or request absences via the **School Portal**. This is checked daily and dealt with in the same way.

Letters or emails sent to school **notifying** a future absence for day girls such as a medical/dental appointment do not require approval by the Headmistress or Head of Lodge. In the case of a full boarder, the Health Centre will notify the Receptionist. These are also sent to the Receptionist ([reception@igodstowe.org](mailto:reception@igodstowe.org)) who places a scanned copy of the letter/email in a file. The Receptionist marks the absence on the system including the reason for the absence using the appropriate symbols listed in the

register, thus making the absence authorised. At Lodge, a hard copy of the letter/email is kept in the pupil's file.

Following the receipt of an approved request or notification of an absence, Reception will ensure that all relevant staff are notified of the forthcoming absence. Any correspondence relating to the absence (emails, scanned letters, transcripts of phone calls) is stored on file in the main school reception or Lodge.

### **Unexpected absences**

Parents of Day Girls in Main School/Lodge and Houseparents of Boarders are expected to ring or email Reception before 8.20am/8.30am when a child is going to be absent that day. The Receptionist will enter the reason for the absence on iSAMS using the appropriate symbols listed in the register, thus making it an authorised absence.

Any correspondence including emails and the transcript of any phone calls relating to the unexpected absence is stored in the main school reception or on file at Lodge.

**\*\*As a Home Office Sponsor we are duty bound to report unauthorised absences of sponsored pupils of 10 consecutive days and may withdraw sponsorship prior to this if we have reason to believe the student has stopped attending school.\*\***

### **Deletions from the Admission Register**

We can lawfully delete a child from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

#### **Deletions due to Unpaid Boarding Fees or Fees**

A pupil may be removed from our admission register where the boarding/day fees remain unpaid at the end of the school term for which they were due to be paid. Where fees are unpaid, before the grounds for removing the pupil from the register are met, we should consider whether:

- **Removing the child from school would have a significant negative effect on her education and whether it can be mitigated, for example by transferring to a school closer to home;**
- **Parents/carers have been informed of any charitable or other voluntary sector assistance or benefits that may be available to help meet the cost of boarding fees;**
- **The school has given timely notice to the relevant local authority and the parents/carers, to assist school transfer.**

### **Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include:

1. **the original entry;**
2. **the amended entry;**
3. **the reason for the amendment;**
4. **the date on which the amendment was made;**
5. **the name and position of the person who made the amendment.**

### **Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

### **Children at Risk of Missing Education**

The School Council must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. We have appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. We hold emergency contact numbers for more than one person. Doing so provides us with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or

safeguarding concern. If we have concerns about a child, we will use our professional judgement and knowledge of the pupil to inform our decision as to whether welfare concerns should be escalated.

We notify the local authority every term of all the new starters and leavers including the final year at our school. We provide the school that they will be moving on to next and if we are unable to get this information, the local authority will chase this. If we notify a local authority that a pupil's name is to be deleted from the admission register, we will provide the local authority with the following information:

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- the full name of the pupil;
  - the full name and address of any parent with whom the pupil lives;
  - at least one telephone number of any parent with whom the pupil lives;
  - the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
  - the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
  - the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.
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If a child fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more, the local authority will be informed.

#### **Registration of Day Pupils in Main School for the After School Enrichment Programme**

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Following second registration in main school, day girls staying for the after school activity programme go to snack in the playground. They are signed into the programme. When their activities are completed, just before they leave the school building, girls sign out at Reception.

#### **Fire Alarms**

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Whenever the Fire Alarm in Main School sounds during normal school hours it is the responsibility of the Receptionist to take copies of all form lists, a staff list and the day's absence list, outside to the assembly point on the tennis courts. Form lists are passed to Tutors who check the Registers and report any missing pupils to the Head of Division. Designated staff check that all staff are present.

If the Fire Alarm sounds in Lodge it is the responsibility of each class teacher to take their class lists outside to the assembly point. The Receptionist will bring the absence list outside.

## APPENDIX - Information Sheet for Form Tutors on Registration of Pupils (Main School)

Registers are completed online on iSAMS with absences marked using the symbols listed in the register. It must be completed by the Form Tutor or the member of staff who is covering for the Tutor.

### First Registration

- First registration of all pupils takes place in Form rooms between 8.20am (when a short bell sounds) and 8.30am each morning.
- If the Receptionist receives any phone messages notifying absences before 8.20am then this information will be entered on iSAMS before the class registration takes place.
- If a pupil is marked absent and the reason is known for her absence then the Receptionist will enter the appropriate symbol on the system in advance. If this is not yet complete, Form Tutors should enter N (no reason yet provided for absence) and this will be amended after 8.30am by the Receptionist. An entry must be made for every pupil.
- If a pupil arrives late then the number of minutes late (after 8.30am) is entered.
- Any pupil arriving after 8.30am should register at Reception before going to their tutor group or assembly.
- From 8.55am the Receptionist will telephone the parents/houseparents of any girls who are absent without known reason (ie N in the register).

### Second Registration

- Second registration takes place at 4.00pm.

### Pupils leaving the school premises during the school day

- Any pupil who leaves the school premises for any reason during normal school hours must report to Reception and sign the Absence List. The Receptionist also records the absence in iSAMS.
- Upon return the pupil goes back to Reception and enters their return time on the same sheet.

### Music lessons/other extra lessons taking place at morning registration time

Any child who arrives at school early for any reason and knows that they will not be at tutor time registration should go to Reception when they first arrive at school and ask the Receptionist to register them. The reception desk is generally open from 7.30am. It is the responsibility of the member of staff supervising the girl to check with the girl that she has been registered.

### Missing afternoon registration because of prompt departure eg matches

- (i) If at all possible girls leaving around 4.00pm should go to their form room to be registered.
- (ii) If this is not possible they can go to the Reception Desk before 4.00pm to be registered. The member of staff taking the girls out must ensure that all girls have registered before they depart.
- (iii) If there really will not be time for the girls to register themselves then a formal request to miss registration must be made and this is the responsibility of the member of staff taking the girls out. The staff member should hand the Receptionist, at the time of departure, an **accurate** list of the girls they are taking and the girls must be told that they have been registered.

Every girl should be aware that she **must** be registered both in the morning and at 4.00pm. She must either be registered by her tutor or at Reception.