

Attendance

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Policy statement

- This policy applies to all members of our school community, including boarders and those in our EYFS setting.
- Hampshire Collegiate School is fully committed to ensuring that the application of this Attendance Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

Missing Pupil

Uncollected Pupil

Registration Procedures

Timetable for the school day

- This document is reviewed annually by José Picardo or as events or legislation change requires.
- The next scheduled date for review is December 2018.

HCS is committed to fulfilling its obligation to keep an attendance register of all day pupils of compulsory school age (5-16). However, for the welfare, health and safety and educational benefit of all pupils, HCS adheres to United Learning standards and registers pupils in all years, including boarders, Sixth Form pupils and those in our EYFS setting.

HCS is committed to ensuring that the attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

HCS requires regular attendance and the presence of pupils is checked daily at the start of morning lessons and in the afternoon. Teaching staff who take the registers must ensure they are filled in properly in accordance with the procedures in this document.

Registers are completed electronically using the attendance module of the school's database. All teachers can access registers of the current academic year. The Data Manager (Rachel Jenkins) has access to registers from previous academic years. They are fixed every month, with an updated version each time it is backed up. A separate electronic copy is retained on tapes. The attendance 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.

In the first instance following up and checking on attendance lies with the Receptionist in either the Prep School or the Senior School. Information will then be passed on to the Head of the Prep School and Assistant Head (Pastoral) in the Senior School as necessary.

Procedure

Registers

The Attendance Register must include the following:

- The student's form/tutor group
- whether the student is absent or present at any given morning/afternoon session
- information about authorised and unauthorised absences (if statutory age) including:
 - attending an approved educational activity outside school (approved by the head and supervised by a person approved by the head, and including work experience or sporting activity)
 - unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance)
 - taking authorised absence (granted leave of absence by the head or a person acting on the head's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
 - taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The attendance register is kept electronically. Paper copies of the registers can be printed at any time. Summary statements of attendance for every pupil can be printed at any time. The attendance register must include the pupil's class/tutor group and an indication of whether the pupil is present or absent at any given morning or afternoon session.

All members of the teaching staff must be familiar with the following procedure:

1. In the **Registration Module**, click the **School Register** tab.
2. Select your registration from the drop down lists and click **Go**.

These may not display if you have limited access to the module.

Select Registration Date:	Monday, 19 September '11	Go
Select Registration Time:	12:55	Go
Select Tutor Group:	Golf	Go

Your selected register is display.

3. Work your way down the register, marking student attendance.

Either:

- a) Use the Yes/No marker buttons to indicate a student's registration status:

b) Use the drop down list to record the student's lateness, if your establishment uses this:

No Yes Late

1 Min Late

or

a) Select **All Away** or **All Present** from the quick registration buttons and confirm **Yes** when

prompted: All Away All Present

b) If you have already registered some pupils, you will be asked to **Set All** pupils or only **Set Unregistered** pupils.

4. Add an absence/presence reason from the drop down list, if your establishment uses these:

N - No Reason Yet Provided For

5. Click  to add a note against the student's registration status, this is optional.

6. Click  to record that a student is leaving the registration period early, if applicable.

7. Click  to send a **Registration Alert**, this is optional.

8. Click **Force Save** if iSAMS has not saved the register automatically.



You will only have a limited amount of time in which to take the register. This is set when registration times are configured. If you have full access rights you will be able to view and edit registers outside of these times.

Pupil is present. This must be selected during registration to confirm the presence of the pupil. 'Present' cannot be entered unless the tutor has seen the pupil.

Absent (Authorised – not covered by other code). This must be selected when the Headmaster has authorised the pupil's absence and the absence is not covered by any other codes.

Absent (No reason yet provided). Select this option when the pupil is not physically in registration and no correspondence from parents has been received. Any absence marked in this way is unexplained and should be followed up by tutors and the entry accordingly.

Absent (Unauthorised). This must be selected if, after a written request by the tutor to the parents/guardian to explain the absence, this has not been received. Tutors/class teachers should inform the Head of School. This entry may be corrected when the reason is established.

Approved Sporting Activities. This must only be used when confirmation has been given from The Director of Sport about absence. The Director of Sport will put lists of pupils' names absent for sporting activities on the staff notice board.

Bus Late (Mornings only). This must only be used when the School Transport Manager has confirmed that the School bus/buses have been unavoidably delayed. Pupils must still sign in at Reception.

Educational visit or trip. This must only be used when confirmation has been given from trip leader. The trip leader will put lists of pupils' names absent for the visit/trip on the staff notice board. Where a pupil is attending another school at which he/she is a registered pupil he/she must be marked in the attendance register as attending an approved educational activity.

Enforced Closure. This must only be used when the DfE or UCST Board has ordered the closure of the school.

Exceptional circumstances. This must be used when there is an unavoidable closure of the school site or part of it; unavailability of transport provided by the school or local authority when the home is not within walking distance

Excluded (No alternative provision made). This must only be used when the Principal has confirmed that a student has been permanently excluded.

Extended Family Holiday (agreed). This must only be used when the Principal has confirmed that permission for an extended family holiday has been granted.

Family Holiday (agreed). This must only be used when the Principal has confirmed that permission for a family holiday has been granted.

Family Holiday (not agreed). This must be used when the tutor/class teacher has been informed that a pupil is on holiday but no agreement has been given by the Principal.

Interview. This must be used for:

- Sixth Form pupils attending university open days and interviews.
- Year 11 work experience interviews.
- Pupils attending interview, assessment procedures at other schools.

Late (after registration closes). This must be used when a tutor/class teacher has been informed that a pupil is attending, but did not arrive before 8.45am.

Late (before registration closes). This must be used when a pupil is not present at 8.35am but arrives to be registered before 8.45am.

Medical/Dental Appointments. This must be used when the parent/guardian has informed the school or class teacher or tutor of a medical or dental appointment.

Religious Observance. This must be used when pupils are absent for religious festivals. Parents must inform the school before the absence.

School Closed to Pupils. This must only be used when the Headmaster has confirmed that the school is closed, e.g. outbreak of infectious disease, weather conditions.

Study Leave. This must only be used for students in Years 11, 12 and 13 and only when the Principal has confirmed dates for study leave.

TIER4 Absence (Authorised). To be applied to all absent TIER4 pupils. Under the terms of the TIER4 license these pupils are not permitted to be absent from the HCS site without permission. The reason for absence **must** be known.

TIER4 Awaiting Visa. For any TIER4 pupil delayed past a confirmed start date due to awaiting the issue of the relevant visa(s)

Traveller Absence. To be used where the pupil status is 'traveller'. Not applicable to HCS during the year 2014-2015.

Untimetabled Sessions (non-compulsory school age). Not applicable to HCS during the year 2014-2015.

Work Experience. To be used only when the Work Experience Co-ordinator has confirmed names and dates of pupils on Work Experience.

If a pupil has an individual music or speech and drama lesson during registration time, the pupil must inform the class tutor the day before, and then on arrival in school leave a written message for the tutor.

Absence

In the Prep School, the School Office, and in the Senior School, the Receptionist:

- Telephones daily (starting at 9.00am) the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded
- amends the register for pupils who sign in late
- posts daily, on the staff room board the list of pupil who are absent
- emails staff with responses from parents to explain pupils' absences

Signing in/out

All pupils who enter school outside registration or exit school must either sign in or out at Reception in the Senior School or in the Prep School office. This is important for accurate fire registration. However, it does not authorise an absence or explain an absence. Where pupils have signed out for treatments or appointments, these absences must be explained by communication from the parent and then the register changed by the tutor or class teacher to explain the absence.

If Matron or office staff in the Prep School have contacted the parent to pick up a sick pupil, then on collection the pupil must sign out. Parents should report any subsequent absences. The Matron will inform, by email, the tutor/class teacher. The tutor or class teacher will amend the register accordingly.

Following up unexplained absences

Parents should either contact the School Receptionist before 8.30am or email their son's/daughter's tutor/teacher on the general school email (info@hampshirecs.org.uk) to inform them of any absence or illness. **This should be repeated on every day of the absence.**

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 Headmaster in the Senior School or the Head of Prep School in the case of a Prep School pupil, well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headmaster in the Senior School or the Head of Prep School in the case of a Prep school pupil, via the pupil's tutor or class teacher, 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. Tutors and class teachers should follow up all unexplained absences.

It is the responsibility of the tutor, class teacher or Pastoral Team member to update his/her class/tutor register.

If an absence cannot be explained this must be reported to the Headmaster in the Senior School or the Head of Prep School.

The Headmaster or the Head of Prep School will report to Hampshire County Council Education Authority the following attendance issues:

- 10 continuous days' unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly
- Deletion from the school register when the next school is not known (to be reported to the Education Authority in which the child resides)

The Registrar is responsible for reporting the attendance of Tier 4 pupils to the UKBA with regards to the following attendance issues:

- 20 days' unauthorised absence
- Failure to attend regularly
- Deletion from the school register when the school removes sponsorship

Maintenance of the Attendance Register Procedure

The IT network team is responsible for ensuring back-up procedures are followed.

- Registers are backed up on a daily basis.
- iSAMS is a cloud served application. All back-ups are taken care of by United Learning Central Office.
- iSAMS has a facility 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. The name and title of any person making an amendment and the date the amendment is made is also recorded.

Document Information

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