



## Attendance, Lost Pupil, Arrangements for when a Pupil is not Collected Policy

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### APPROVED BY THE GENERAL PURPOSES COMMITTEE

Name:	Signature:	Date:
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### 1. INTRODUCTION

At Wellingborough School we are committed to providing the highest quality of education for our pupils and we look to all parents and carers to support this objective as outlined in the School's Terms and Conditions.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education, in addition to guidance from the Local Authority. This policy is available on the website to all parents and carers of pupils who are registered at our school.

Any absence will affect a pupil's education and the School is committed to promoting good attendance. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them; the School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours to enable them to fulfil their potential.

Although parents and carers have the legal responsibility for ensuring their child's good attendance, the School works together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The School is committed to early detection of poor attendance, which is defined as an attendance rate of under 90%. The School takes a register twice daily.

Pupils who are persistently late or absent soon fall behind with their learning which impacts on their progress and their ability to meet age-related learning expectations. As part of the School's commitment to safeguarding children, all staff are trained to be alert to and pass on concerns about a change in a child's attendance pattern.

## **2. AIMS AND OBJECTIVES**

### **Through this policy we aim to:**

- Improve pupils' achievement by ensuring high levels of attendance and punctuality;
- Achieve a minimum of 90% attendance for all children, apart from those with chronic or known health issues;
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the School;
- Raise awareness to staff, parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a pupil's education;
- Ensure that our policy applies to EYFS in order to promote good habits at an early age;
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility for punctuality and regular attendance;
- Maintain a rigorous and consistent protocol for monitoring attendance;
- Recognise the key role of all staff in promoting good attendance.

### **We maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues with all staff, parents, carers and pupils;
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their son or daughter attends regularly and punctually;
- Equipping our pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to their age and development;
- Maintaining effective means of communication with staff, parents, carers, pupils and Governors on school attendance matters;
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness;
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance;
- Developing and implementing procedures to follow up non-attendance at school.

## **3. DEFINITIONS**

### **Authorised absence**

- An absence is classified as 'authorised' when a pupil has been away from School for a legitimate reason and the School has received notification from a parent or carer;
- Any parent wishing to take pupils out of School in term time for more than a full day must request permission from the Head of the relevant part of the School, or in their absence the relevant Deputy Head;

- 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'.

#### **Unauthorised absence**

- An absence is classified as 'unauthorised' when a pupil is away from school without the permission of the School;
- Therefore the absence is 'unauthorised' if a pupil is away from school without good reason, even with the support of a parent.

#### **4. PROCEDURES**

Pupils should not be onsite before 08:00 unless:

- They are in an organised activity (e.g. a music lesson);
- They are in the dining hall for breakfast, which opens at 07:30;
- They are in Houses (Year 9s upwards) in the Senior School, which open from 07:30. Years 7 and 8 should not be in their Day Rooms before 08:00.

#### **The School will undertake the following procedures to support good attendance:**

- Registration is a legal requirement and therefore the School is required to maintain appropriate registration processes using iSAMS at least twice a day, at the start of the school day and after lunch break;
- For Deputy Head (Pastoral)/DSL with the support of staff at Reception to maintain and review appropriate attendance data;
- To communicate clearly the attendance procedures and expectations to all staff, pupils, parents, carers and Governors;
- To have consistent and systematic daily records which give details of any absence and lateness;
- To follow up absences and persistent lateness if parents or carers have not communicated with the School;
- Deputy Head (Pastoral)/DSL to inform parents or carers what constitutes 'authorised' and 'unauthorised' absence;
- To strongly discourage unnecessary absence through holidays taken during term time;
- To work with parents to improve individual pupils' attendance and punctuality;
- To report attendance information to Northamptonshire Local Authority when a pupil joins or leaves the School at a non-standard transition point. A non-standard transition point at Wellingborough School is any point other than the transition between the Lower Prep to Upper Prep and Prep School to Senior School.

#### **5. RESPONSIBILITIES**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Class Teacher, Form Tutor, Club President, Housemaster/Housemistress or House Tutor are responsible for:**

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers;
- Informing the relevant Deputy Head/DSL where there are concerns and acting upon them;
- Providing background information to support referrals;
- Monitoring follow-up once actions have been taken to correct attendance concerns;
- Emphasising the importance of good attendance and promptness;

- Following up absences with immediate requests for explanation which should be recorded on iSAMS using the appropriate code;
- Discussing attendance issues at parent consultation evenings where necessary.

**Deputy Head (Pastoral) in the Senior School and the Deputy Head in the Prep School are responsible for:**

- Overall monitoring of School attendance;
- Trends in 'authorised' and 'unauthorised' absence;
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues;
- Monitoring individual attendance where concerns have been raised;
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

**Administration staff are responsible for:**

- Collating and recording registration and attendance information using iSAMS;
- Printing off registration information twice daily in order for there to be an accurate paper register in the event of a fire;
- Taking and recording messages from parents regarding absence and passing this information to relevant members of staff;
- Contacting parents of absent children where no contact has been made by 10:00 following morning registration or following afternoon registration;
- Recording details of children who arrive late or go home early;
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers and reporting concerns to the relevant Deputy Head.

**Parents or carers are responsible for:**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment;
- Contacting the School's main reception on the morning of each absence;
- Informing the School in advance of any medical appointments in school time. For the absence to be recorded as a medical absence the School may require evidence from the doctor or dentist (appointment card/letter);
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised;
- Talking to the School as soon as possible about any pupil's reluctance to come to school so that problems can be quickly identified and dealt with.

## **6. REGISTRATION**

- All attendance records are documented using iSAMS software;
- The attendance register must be completed at least twice a day, at the start of the School day and after lunch break using the appropriate codes on iSAMS;
- In the Upper Prep and Senior School registration is completed in each lesson;
- Any pupil who is absent must be recorded with the appropriate code at the beginning of the morning and afternoon session;
- Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

## 7. LATENESS

A pupil who arrives after morning registration and/or afternoon registration will be recorded as late. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L).

Pupils who have attended a dentist or doctor's appointment and subsequently come to school later than morning of afternoon registration will have the absence recorded as a medical absence (Attendance code M).

The parents of pupils who are persistently late or who miss a significant amount of learning will be contacted by the School, so the School's concerns can be expressed. The School will always seek to provide opportunities for parents or carers to receive support and advice to address these issues.

## 8. ABSENCES

Parents or carers should contact the School on each day of their son's or daughter's absence. When parents or carers notify School of the absence it is important that they provide details of the reason for their son's or daughter's absence. All absences are recorded on iSAMS using the appropriate code.

### Codes

#### Authorised

/ \ Present	S Study leave
B Educated off site	T Traveller absence
C Other circumstances	V Educational visit
D Dual registration	W Work experience
H Family holiday – agreed	A Authorised absence
I Illness	F Visits to medical centre
J Interview	K Present – off games
M Medical appointments	Q Music lesson
P Approved sporting activity	L Late (before register closes)
R Religious observance	# Planned whole or part school closure

#### Unauthorised

G Family holiday – not agreed
N No reason

## 9. FIRST DAY CONTACT

Where a pupil is absent from school and the School has not received any verbal or written communication from the parent or carer, then the School will initiate a first day contact process. Office staff check all of the registers from 09:00 to 09:30 on a daily basis, to identify those pupils who are absent. There are occasions when the School is unaware why the pupil is absent and the Reception Team will contact the parent or carer to check the reasons for the pupil's absence.

## 10. ILLNESS

When a pupil has an illness that means they will be away from school long term, the School will do all it can to send material home or set it on Firefly, so that they can keep up with their schoolwork.

Where over the course of an academic year, a pupil has repeated periods of illness, the School will write to parents to ask them to provide medical evidence for each future period of illness related absence.

## **11. IF WE ARE UNABLE TO ACCOUNT FOR A PUPIL/ A PUPIL BECOMES LOST**

- The School will assign available adults to instigate an immediate search, whilst maintaining supervision of the remaining pupils. If in school, one of these adults should inform the Deputy Head (Pastoral) and relevant Reception Team, so that extra help can be sought. If on a visit, the managers of the visit site should be informed as they will have a better understanding of the area;
- If the child is not found after a thorough search of the surroundings then the parents should be contacted immediately, together with the police. Meanwhile, the search should continue over a wider area;
- The Bursar and Headmaster should be informed and the School's Major Incident Plan implemented.

## **12. PROCEDURE FOR WHEN A CHILD IS NOT COLLECTED**

**Lower Prep School** - the normal School day ends at 15:30.

- If a pupil is not collected promptly, reassure the child.
- After 10 minutes, escort the child to the/ASC (After School Club) (if available) and explain to them the situation;
- The child then becomes the responsibility of the supervisors of the ASC. The parent/carer will be charged if the child remains in the ASC for more than a few minutes;
- The ASC supervisors have all contact numbers of each child should the child become distressed;
- After 18:00, the child becomes the responsibility of the Duty Senior Leadership Team (SLT) member in the Prep School. The family will be contacted immediately;
- After 18:30, depending on the length of time the adult responsible for the child has been trying to make contact with all known contacts from the emergency list, it may now be appropriate to contact the Headmaster and the police on his recommendation.

**Upper Prep School** - the normal School day ends at 15:45 for Years 3 and 4 and 16:10 for Years 5 and 6.

- From 16:10 onwards pupils should either be waiting to be collected from the drop off zone, in an after-school activity or after-school prep;
- At 16:30 pupils still waiting in the drop off zone will be sent to after-school prep;
- Pupils finishing after-school activities at 17:15 can go to the drop off zone where they will be supervised until 17:30;
- Pupils who are not collected from the drop off zone by 17:30 will be sent to after-school prep, which is open until 18:00;
- If pupils are not collected by 18:00 the late Prep Supervisor will firstly try to make contact with the pupil's parents. If contact is not made with the parents, the child becomes the responsibility of the Duty Senior Leadership Team (SLT) member in the Prep School;
- Depending on the length of time the adult responsible for the child has been trying to make contact with all known contacts from the emergency list, it may now be appropriate to contact the Head and the police on his recommendation.

**Senior School** - the School days ends at 16:10, however a number of pupils attend after-school clubs or clinics.

- Clinics and after-school clubs run from 16:10 until 17:15;
- Year 7s are supervised in a Year 7 Form Room from 16:10 until 17:15, whilst Year 8s are expected to be in the Library or Study Centre if they are not in a clinic or after-school club.
- Houses start being closed at 17:30 and locked by the Estates Team;

- Pupils that are still at School at 17:30 must go to the Study Centre; where they can stay until 18:00 unless they are being supervised by a member of staff (i.e. for a House event). From 18:00 the pupil becomes the responsibility of the Duty Senior Leadership Team (SLT) member in the Senior School;
- Depending on the length of time the Duty SLT has been trying to make contact with all known contacts from the emergency list, it may now be appropriate to contact the Head and the police on his recommendation.

Where pupils are returning from an educational visit or trip they remain the responsibility of the trip organiser until they are collected;

School coaches and minibuses depart at 17:30 and pupils are signed out by a duty member of staff.