

Pupil Attendance Policy

Summary Of The Law

The legal framework governing school attendance is summarised in School Attendance: Departmental Advice for Maintained Schools, Academies, Independent Schools and Local Authorities (2013), published by the Department for Education (DFE). The school also complies with guidance published by [the Independent Schools' Inspectorate \(ISI\)](#) and [Norfolk County Council LEA \(2016\)](#).

All Independent schools - Regulation 3(17) "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education(Pupil Registration) (England) Regulations 2006".

For Boarding Schools – NMS 15.5: "Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times". NMS 15.6: "Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate".

Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll", and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met. Every entry in the school register must be preserved for a minimum period of three years since the date the entry was made.

The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

Boarding pupils are covered by the Boarding Standards: National Minimum Standards. Standard 15 places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

Policy Statement

For students to fully benefit from the educational opportunities provided by Gresham's it is vital that high levels of attendance and punctuality are sustained throughout the academic year. Gresham's has an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality. Poor levels of attendance will negatively impact the personal, social and academic development of the student. It may also be an indicator of abuse or neglect or in itself may indicate that a child is at immediate risk of harm. Consequently the attendance and registration arrangements set out in the document below are hugely important.

The School Day

Each Schools runs a slightly different and age-appropriate schedule, please see below:

The Senior School Day

All pupils are expected to be in roll call in their Houses by 8:05am. The normal school day ends at the following times:

Monday	17:30 (Students are then expected to remain for evening Prep)
Tuesday	17:30 (Students are then expected to remain for evening Prep)
Wednesday	17:30 (Students are then expected to remain for evening Prep)
Thursday	17:30 (Students are then expected to remain for evening Prep)
Friday	17:30 (Students are then expected to remain for evening Prep)
Saturday	Once their Games commitment is finished.*

*It should be anticipated and expected that students are actively involved in Games, Drama and the rich variety of extra-curricular pursuits offered by the School. In some cases these will require additional and in some instances substantial time to be spent in excess of the above at School.

Students are registered in the morning and in the afternoon in House. They are also registered in lessons by their classroom teachers.

Your son's/daughter's boarding house is the centre of his/her life at school. All pupils are cared for by a House Master/mistress and a team consisting of Matron and House Tutor. Together, they will be responsible for your child during term time, including ensuring that boarders are safely occupied outside normal school hours.

It is also the expectation that Housemasters /mistresses will monitor attendance, and will refer to the Safeguarding team, or Senior Leadership team as appropriate, if there is any cause for concern in pattern or number of absences.

Requesting absence

If an occasion arises where your son/daughter is ill, please contact the Housemaster/mistress before 08:00 each and every day of absence.

If you wish to request an absence for any planned appointment or event, you should make the request in writing via email and send it initially to your son's/daughter's Housemaster/mistress, who will refer to the Headmaster if appropriate.

The Prep School Day

All pupils are expected to be in School by 8:20am. The normal school day ends at the following times:

Monday	17:15
Tuesday	17:15 – 16.15 for Yrs 3 & 4
Wednesday	16.00
Thursday	17:15 – 16.15 for Yrs 3 & 4
Friday	17:15
Saturday	Once their Games commitment is finished.*

*It should be anticipated and expected that students are actively involved in Games, Drama and the rich variety of extra-curricular pursuits offered by the School. In some cases these will require additional and in some instances substantial time to be spent in excess of the above at School.

Students are registered, in the morning Period1 subject lesson and in the afternoon in Tutor Period.

Requesting absence

If a day child is unable to attend school for any reason, parents are asked to telephone the School Office between 7.45 - 8.15 and leave a message. Requests for planned absences should be sent in writing to the Headmaster

The Pre-Prep School Day

All pupils are expected to be in class for registration at 0855.

The normal school days ends at the following times:

	Nursery, Reception, Year 1	Year 2
Monday	1530	1600
Tuesday	1530	1600
Wednesday	1530	1530
Thursday	1530	1600
Friday	1530	1600

Requesting absence

When the pupil is absent, the parent should contact the school by email or telephone before 9.00am on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned (e.g. dental appointment).

Authorising absence

The Government has confirmed that schools, not parents, authorise absence. The main areas where the School will authorise absence are given below:

- **Compassionate grounds or exceptional circumstances.**
- **Illness.** Where schools accept that a pupil is ill they must authorise the absence but can request parents provide medical evidence to support illness.
- **Appointments.** Dental and medical appointments are authorised absences but, where possible, such appointments should be made out of school hours.
- **Holidays.** The Regulations state that time off for family holidays is not a right. Parents do not have the right to take a child out of school during term time. By law parents must ask prior permission for their child to miss school. The Regulations do not allow the school to give retrospective approval.
- **Religious observance.** The school will treat absence as authorised when it is due to religious observance on a day that is exclusively set apart for religious observance by the religious body to which the parents belong.

Term dates are published over a year in advance (see the back of the School Calendar) in order that you can arrange your holidays and/or travel arrangements to/from School without disrupting your son's/daughter's education. Please note that it is the Governors' policy not to allow holidays to be taken during term, unless there are exceptional circumstances, which must be agreed in advance with the Headmaster.

Searching for a Missing Pupil

The protocol can be found on the intranet and is known to all staff

Senior School: <https://intranet.greshams.com/staff-handbooks/senior-school-1/part-8---teachers-handbook-and-school-policies/811-parents-and-pupils/118--searching-for-a-missing-pupil>

Prep School: <https://intranet.greshams.com/staff-handbooks/prep-school/part-9-prep-policies-and-procedures/9-protocol-for-searching-for-missing-pupil>

Responsibilities of the School

The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year.

The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy);
- A pupil has four and a half days of unauthorised absence in any six week period (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.
- A pupil leaves the School at a 'non-standard transition point.'

APPENDIX A

Registration Procedure and Protocols in the Senior School

Registration is carried out by HsMs at 8.10am and 1.45pm.

Other staff taking students out of Registration, must mark them with the correct code *IN ADVANCE* of that time.

Reasons include **M**usic lesson, **sP**orting activity, educational **V**isit or other authorised **C**ircumstances.

Registers will therefore be marked by HsMs with present (*/*, **) or **N**.

They will also register **I**llness, **F**amily events, and **D**octor or hospital appointments.

HsMs will leave a **C**omment the event of absences that are not for a whole session, saying when the pupil is likely to return.

All other absences from Registration should have been marked *IN ADVANCE*.

An **N** code will be followed up until a pupil has been accounted for.

AM Registration will be followed up by the School Secretary

PM Registration will be followed up by reception

The process is as follows:

- Check Period 1 attendance (see below)
- Ring Health Centre
- Ring parents (Day Pupils)
- After all reasonable attempts fail, the pupil will be marked as a **U** and HsMs will be informed.

*A Boarder marked **N** is a serious concern; HsM and School Secretary will liaise to resolve*

Attendance

Period attendance has two functions:

- to confirm Registration is complete and accurate, and
- to inform academic and pastoral review processes.

It is the teacher's responsibility to confirm that Registration is accurate and complete.

It is the teacher's responsibility to ensure pupils in school are attending their lessons.

Registers must be completed within 10 minutes of the start of the lesson.

In Period 1 or Period 6, if a pupil has been marked as an **N** in the preceding Registration slot, staff should send them to Reception, where they must sign in. This must be done immediately during the lesson.

If a pupil arrives in a lesson and is marked **N** in any previous period, staff should ask them why, and send the pupil to see the teacher whose lesson they have missed at the end of the current lesson.

Pupils who have been registered as absent – for whatever reason, except illness – in advance of the lesson should also have informed teachers of their absence. Teachers will continue this attendance mark from the earlier period into their own period. Pupils who fail to inform you of absences are subject to sanctions.

APPENDIX B

Registration Procedure and Protocols in the Prep School

Morning & Afternoon Roll Call

- Roll call is taken electronically by Teacher (P1- am) Tutor (pm) and information goes through to the office
- Secretary identifies Unauthorised Absences and contacts parents, keeping the Deputy Head informed
- Secretary makes any updates and completes by 09.15 and 14.00
- A typed list of absentees is placed on a designated notice board and changes are made to this as necessary.

Lessons

- Teacher checks class at the beginning of the lesson
- Teacher lets Prep Secretary know if a pupil is missing.
- If the pupil is located, Secretary informs teacher.
- If the pupil is not located, Secretary informs Deputy Head, Housemaster/mistress, and Matrons
- If a pupil has gone home during the day, the typed absentees list is updated

APPENDIX C

Registration procedure and Protocols in the Pre-Prep School

When a pupil is absent unexpectedly, the teacher will record the absence in the register or electronically and inform the School Office, the School Office will then try to contact a parent.

When the pupil is absent, the parent should contact the school by email or telephone before 9.00am on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned (e.g. dental appointment).

If there is any doubt about the whereabouts of a pupil, the teacher will take immediate action to notify the School Office which will contact the parent in order to make sure the child has not suffered an accident