



ATTENDANCE POLICY

COVERING FELSTED SCHOOL (SENIOR AND PREP) INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors :	Autumn Term 2022
Date policy became effective :	November 2012

Period of Review:	Two Yearly
Next Review Date :	Autumn Term 2024

Person responsible for implementation and monitoring :	Heads
Other relevant policies :	<ul style="list-style-type: none">● Admissions Policy● Safeguarding (Child Protection and Staff Behaviour Policy)● Safer Recruitment Policy● Crisis Management Plan● Health and Safety Policy● Health & Safety Activities outside School● Missing Child Procedure● Fire Evacuation Policy● Disability and Special Educational Needs and Accessibility Plan● Safety and Security at School

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1. Introduction

Felsted is committed to providing an education of the highest quality for all pupils and recognises this can only be achieved by supporting and promoting excellent attendance for all. This is based on the belief that only by attending school regularly and punctually¹ will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play.

It is expected that all pupils will attend school during the published term dates and at the published times unless they give good reason for absence. Such absence should be explained in writing to the school.

2. Regulations

This policy is written in compliance with The Education (Pupil Registration) (England) Regulations 2006 with amendments of 2010, 2011, 2013 and 2016. The relevant Statutory Instrument 2006 No. 1751 is available at www.opsi.gov.uk.

3. Reporting to the Local Authority and UK Visas and Immigration

Felsted recognises its legal duty to report certain attendance issues to the local authority and their reporting duties as a sponsor of Child Student and Student visas. Failure to attend regularly (or any other immediate concern) will result in such a report being made, and ten successive days of unauthorised absence (unless explained) will routinely trigger that report. Schools must also notify the Local Authority, Essex County Council, when they add to or remove a pupil's name from the admissions register at non-standard transition points (following the changes made on 1st September 2016).

The Schools are required to notify the Local Authority (Essex County Council) of any additions or deletions to our admissions register, with the exception of pupils leaving at the end of Year 13. Further details are outlined in the Statutory Instrument 2006 No.1751 which is available at www.opsi.gov.uk.

4. Schools' roles and responsibilities

Registration is a legal requirement and requires pupils' attendance to be checked twice a day and a record kept.

As a matter of good practice, electronic registration has the facility for registration of every lesson, which is employed routinely as well as for other activities. This allows continuous tracking of pupil whereabouts and immediate information to staff as to whether they are in a music lesson or other sanctioned activity if absent from their lesson.

Senior School:

Housemasters/Housemistresses are responsible for ensuring that registers are taken.

Morning Registration: Monday to Saturday inclusive: all pupils are registered in Houses by 8.30am.

Afternoon Registration: all pupils are registered in Houses between 1.00pm and 2.00pm (precise time depends on their year group).

Pupils arriving late must sign in at their House or with the Common Room Secretary (offering an explanation for their lateness if this has not already been offered).

¹ this includes Remote Learning when required and appropriate

Prep School:

Form Tutors are responsible for ensuring that registers are taken.

Morning Registration - the registers close at 8.30 am for all those in the Preparatory School and at 9.00 am for Stewart House pupils.

Afternoon Registration - the registers close at 1.30 pm on Monday, Thursday & Friday, 1.45pm on Tuesday and 2.05pm on Wednesday in the Preparatory School and at 1.00pm in Stewart House.

Pupils arriving late must sign in at the main School Office offering an explanation for their lateness if this has not already been offered. In Courtauld House, pupils sign the Late Register with a member of staff in the Courtauld House office.

5. Absence

Senior School

Absence from Registration:

If a pupil is absent at **morning** registration this will be visible via iSAMS to the CR Secretary who will email or telephone home, if required, after consultation with the HM. The name of the absent pupil will be identified as Absent on iSAMS and is visible to other staff.

Afternoon registration is dealt with by houses, as appropriate to the situation.

Absence from lessons:

The attendance of all pupils is registered on the iSAMS for every lesson. The iSAMS shows authorised activities or reasons for absence. If a student is marked absent without obvious reason and has previously been marked present at other activities in the day, the member of staff will immediately inform the HM or Common Room Secretary who will follow this up, if appropriate to do so.

Attendance at Activities:

All pupils are expected to attend their activities. Any pupil who is off exercise (off-ex) for health reasons must bring a standard chit from the Medical Centre (or letter from home for day pupils).

It is the responsibility of the member of staff taking an activity or sport to register attendance. These registers are maintained on iSAMS.

If a pupil is absent without reason and the pupil's whereabouts are unknown the HM (or Senior Deputy Head) must be informed immediately.

Prep School

The School Office follows up on any unexplained absence and ensures that every child in the School is accounted for. All pupils who are absent without reason are contacted by phone or email straight after registration and will be constantly followed up until contact is made. This is reported to the Head of Phase. Any pupil absent for an extended period of time, and certainly when that period of time is five days or more, will be offered support, a call from a Tutor and the opportunity to catch up on work at home, if appropriate.

Any child who is not present will be marked Absent unless leave has been granted by the School in advance or the reason for absence is already known and accepted by the School as legitimate. (Good reason for absence must be given as per Government Attendance Codes.)

5.1 Authorised Absence

Absence will be authorised in the following circumstances:

- (i) where leave has been granted by the School in advance
- (ii) where the School is satisfied that the child is too ill to attend;
- (iii) where the pupil has a medical appointment
- (iv) where there is an unavoidable cause for the absence that is beyond control
- (v) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil or the pupil's parents belong.

5.2 Approved educational activity

Where a pupil is engaged in off-site approved educational activities, the School will check his/her attendance on a daily basis before entering the appropriate code in the register.

6. Attendance Register

The Attendance Register is kept on the School's Management Information System (iSAMS) which is backed up daily. This Attendance Data remains on iSAMS until seven years after the student has left or the student reaches 25 years old, whichever is sooner.

The attendance register is completed at the start of each morning session and once during each afternoon session. It shows whether the pupil is:

- (i) present;
- (ii) absent;
- (iii) attending an approved educational activity outside school;
- (iv) unable to attend through exceptional circumstances
- (v) taking authorised absence
- (vi) taking unauthorised absence

6.1 Registration of Boarders

Felsted's policy is, as a check on pupils' whereabouts for reasons of welfare, health and safety, to register boarding as well as day pupils. Felsted's Policy is that day pupils and boarders, irrespective of age, are registered in the same way during the school day. Boarders will additionally be registered in their boarding house every evening and at bedtime, and at other times, as required by the Housemaster, Housemistress, or House Parent. All absences will be followed up.

6.2 Attendance Register Codes

Detailed explanation of attendance codes is available from the DfE website in Absence and Attendance Codes Guidance (School attendance: guidance for schools - GOV.UK). Felsted uses a system of codes on the MIS which covers all of these categories, as they are relevant to Felsted.

7. Term-Time Holidays

Term-time holidays are intended for children whose parents are unable to take holiday at any other time. The Schools will consider every application individually, but its policy is not to grant leave of absence for a holiday other than in exceptional circumstances. An application must be made in writing to the Head, with appropriate explanation, in advance of the intended holiday.

8. Extended Leave Of Absence

When considering absence for extended trips overseas, Felsted will take account of the following: a visit to family overseas has a very different significance from a normal holiday; such visits may be important in terms of children's identity and self-esteem as they grow up; parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school; the reasons for wishing to make a visit is more difficult, particularly for families where huge distances and high costs are involved; where extended

leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

9. Parents'/Carers' Responsibilities

The prime responsibility for ensuring that children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by The Schools. Parents will be expected to notify the School in writing explaining absence.

10. Senior Leadership Responsibilities

The Senior Leadership Team is responsible for ensuring that attendance data is complete, accurate, and analysed, and that matters of concern are dealt with appropriately. Registers are normally analysed on a monthly basis, and electronic registers are kept for a minimum of three years. Where there are concerns over non-attendance, the Schools will invite parents to a meeting to discuss reasons for absence, and to attempt to find a resolution.

11. Governors' Responsibilities

The Governing body has ultimate responsibility for the safeguarding and promoting of the welfare of children who are pupils at the School and it delegates operational discharge of that responsibility to the Heads of Senior and Preparatory Schools.

12. Monitoring & Evaluation

This policy is applied on a daily basis and monitored by the Leadership Team on a frequent and regular basis. Records are kept appropriately. The Schools will evaluate and review this policy in line with the agreed cycle of review.

Mrs M Norris
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