



Attendance and Registers Policy

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Document Owner: **Angela Brown (Deputy Head - Pastoral)**

Description: This policy outlines the School's approach to pupil attendance and registration.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 INTRODUCTION

1.1 Registers are legal documents and must be treated as such.

1.2 Registration is done online via iSAMS

2.0 ABSENCES

Please check the Medical Conditions Policy (available on the School Website) for procedures regarding absence due to illness.

REGISTER PROCEDURES – SENIOR SCHOOL

3.0 REGISTRATION

- The calling of the register and the reading of notices should be a formal process with pupils sitting silently.
- Registration takes place in form rooms at 08:30 and 13:55 each day
- Registers are also taken at the start of every lesson
- Pupils are not permitted to take the register.
- There is a register pack that should be collected from the School Office either by the Form Tutor or a designated pupil.



- In the event of computer failure, a paper register must be completed on the class list located in the register pack.
 - Parents are asked to email absence@lingfieldcollege.co.uk before 8.30am giving reasons for their child's absence from school. Good communication between the Office and Tutors is vital in establishing causes for absence. There should be an email for every day that a pupil is off school, unless prior permission for extended absence has been sought from the Headmaster.
 - The reason for each recorded absence must be established as soon as possible after registration. The School Office aims to have this completed by 10.00am each day. If necessary a member of the Office Staff may come into a lesson to check on a particular pupil's whereabouts, and will call home if necessary. If a call or message is not received then a telephone call will be made home to clarify the reason for absence.
 - A member of the pastoral team will call home if their tutee has missed three days of school to offer support and advice on catching up.
- 3.2 Form Tutors must inform the Head of Year of any irregularities in a pupil's attendance (lateness or absence) that need to be investigated, and Heads of Year check their Year Group's attendance on a weekly basis to gain an overview.
- 3.3 If a pattern is emerging of more than 6% absence, the Head of Year or Deputy Head will contact parents to discuss the matter and record the outcome. If the problem continues the Head of Year will send a letter to express concern and let them know that their attendance will be closely monitored. If the attendance still does not improve, the parents will be invited in for a meeting to discuss the situation and to establish ways of supporting the student so that he/she catches up with their work.
- 3.4 An attendance record of 90% has constituted 'persistent absence' in law since September 2015; the case of any student with an attendance record of 85% may be referred by the Deputy Head (Pastoral) to the Educational Welfare Officer who visits on a termly basis and checks all attendance documentation.
- 3.5 In the case of persistent absence through illness, the Tutor, Head of Year or Deputy Head (Pastoral) may request evidence such as:
- A Doctor's note
 - A copy of a medical appointment card / letter
 - A copy of the medication label showing the child's name and the date prescribed
 - A Medical Prescription
- 3.6 Authorising Absence
- If a Tutor has any doubts about a reason for absence, they should check with the Head of Year or Deputy Head (Pastoral).
 - The School (technically the Headmaster) is responsible for authorising pupil absences. If a poor excuse is given, the Head of Year or Deputy Head will call the parents to discuss the situation, but the absence should be logged as 'Unauthorised' (N).
- 3.7 Pupil Medical (or other) Appointments
- If a pupil has an appointment in school hours, a letter or emailed communication from parents must be received by the School Office or Form Tutor and then filed in the pupil's file.
 - As the student leaves College, they MUST sign out in the appointments book and sign back in on their return, ensuring they include the time of departure and return.



3.8 Lateness

If a student is late, they should go directly to their form or lesson depending on the time and the teacher will mark them in

3.9 Leaving School Early

- All pupils who leave before the end of the school day are expected to sign out at the School Office; if they have an appointment, they should sign in / out in the Appointments Book at the Office.
- Students in the Sixth Form are permitted to leave the School premises without permission at the end of their last taught lesson, but must sign out at the School Office before they do so except on Games afternoon when they must sign out in the Sixth Form Centre
- Students in Year 13 are permitted to leave the School premises without permission at lunchtime, but they must sign out in the Sixth Form Centre

REGISTER PROCEDURES – LINGFIELD COLLEGE PREP

4.0 START OF THE DAY

- 4.1 Pupils attending Breakfast Club or Nursery will be taken to the Dining Room or Nursery and signed in by their parent/carer. This can be from 7.30am. After Breakfast Club pupils will either be taken to their class where a member of staff will supervise them.
- 4.2 Children not attending Breakfast Club may be taken to their classroom from 8.30am, Registration will start from 8.50am.

5.0 AFTER LUNCH

In the afternoon a bell will be rung on the playground at 1.05pm for the children to tidy up and they will line up from 1.10pm. Their teacher will then collect them and take them to class for afternoon registration.

6.0 THE ISAMS DATABASE

- 6.1 iSAMS will be available for registers to be taken first thing in the morning and again straight after lunch. It is important that the registers are completed during this window of time, otherwise access to the registers will be denied. The Prep School Office Manager is responsible for monitoring and maintaining a record of all absences. Pupils are not permitted to take the register.
- 6.2 If a child is not actually present at the time of the registration then the code 'N' should be entered, unless a firm reason for absence is known. **Any errors in inputting must be advised to the Prep School Office Manager immediately.**
- 6.3 **Codes** – A list of available codes will be available on iSAMS as a drop-down menu when recording a non-attendance for registration.
- 6.4 It is vital that all staff try to identify and address the underlying causes of pupils' absence.



- 6.5 Any latecomers who arrive after 8.50 am without a valid reason (or unconfirmed by the parent) should be marked onto iSAMS with 'N' until the reason is confirmed.
- 6.6 Each day the Prep School Office Manager will print off a Status Report, which will be kept on file and used in the case of an emergency.
- 6.7 Unplanned absences must be reported to the School Office by **8.50am**, either by telephone or via email to prepoffice@lingfieldcollege.co.uk. If a call or message is not received by then, a telephone call will be made to parents before 10.00am to clarify the reason for absence. Any absence of three days or more must be covered by a letter. If this is not forthcoming, a form will be sent to the classroom to be put in the child's bookbag.
- 6.8 When a parent telephones the Prep School to report an absence the Prep School Office Manager will amend the register accordingly.
- 6.9 Absence notes will be filed in the pupil's file in the office.
- 6.10 If a pattern is emerging of more than 6% absence, the class teacher or Head of Prep School will contact parents to discuss the matter and follow the phone call with an email that is stored in the pupil's file. If the problem continues, the parents will be invited in for a meeting to discuss the situation and to establish ways of supporting the student so that he/she catches up with their work.
- 6.11 An attendance record of 90% constitutes 'persistent absence' by law from September 2015; the case of any student with an attendance record of 85% may be referred by the Head of Prep School to the Educational Welfare Officer who visits on a termly basis and checks all attendance documentation.
- 6.12 In the case of persistent absence through illness, the Head of Prep School may request evidence such as:
 - A Doctor's note
 - A copy of a medical appointment card / letter
 - A copy of the medication label showing the child's name and the date prescribed
 - A Medical Prescription

7.0 AUTHORISING ABSENCE

The School (technically the Headmaster) is responsible for authorising pupil absences. If a poor excuse is given, the Head of Prep School will call the parents to discuss the situation, but the absence should be logged as 'Unauthorised' (O).

8.0 PUPIL MEDICAL (OR OTHER) APPOINTMENTS

- 8.1 If a pupil has an appointment in school hours, a letter or emailed communication from parents must be received by the School Office and filed in the pupil's file.
- 8.2 As the student leaves School, they **MUST** sign out in the appointments book in the Prep School Office and sign back in on their return, ensuring they include the time of departure and return.
- 8.3 In the event of a fire, class lists and the Status Report will be brought to the assembly point, where numbers can be checked.

If there are ever concerns about a child's attendance or arrival time then the Head of Prep School must be informed. This information will be shared with the Headmaster. Following this, an appropriate letter to communicate the School's concern about the situation will be dispatched to the Parents by the Headmaster or his delegate.



9.0 LEAVE OF ABSENCE FOR HOLIDAYS DURING TERM TIME SENIOR SCHOOL

- 9.1 Time off for family holidays is not a right. In line with the Department of Education, it is not permitted to take students out of School for holidays in term time unless there are exceptional circumstances and there has been prior authorisation by the Headmaster.
- 9.2 Any requests to take students out of the School during term time over a day should be made in advance to the Headmaster in writing. These will be considered on a case by case basis but leave will only be granted if circumstances are exceptional and if the child's all time attendance percentage is above 90. Attendance will only be authorised for children with an attendance figure of 90 or below in extenuating circumstances. The number of days authorised will be at the Headmaster's discretion. The Headmaster's PA keeps a log of these requests.
- 9.3 The Head of Year can authorise 0.5-1 day of absence as long as they have checked that the attendance rate is above 90%. If the attendance rate is 90% or below this would be referred to the Headmaster who may give permission in extenuating circumstances.
- 9.4 The Headmaster may grant permission in extenuating circumstances whereby service personnel are prevented from taking holidays outside term time or when a family needs to spend time together to support each other during or after a crisis. If it has been granted then these children's absence can be marked with the code 'H'.
- 9.5 If the Headmaster does not grant permission and the leave is taken, it will be classed as unauthorised and the register must be marked with the code 'O'. In the case of unauthorised leave a penalty fine of up to a maximum of £100 per day may be issued at the Headmaster's discretion.

10.0 LEAVE OF ABSENCE FOR HOLIDAYS DURING TERM TIME PREP SCHOOL

- 10.1 Time off for family holidays is not a right. In line with the Department of Education, it is not permitted to take students out of School for holidays in term time unless there are exceptional circumstances and there has been prior authorisation by the Headmaster.
- 10.2 Any requests to take students out of the School during term time over a day should be made in advance to the Head of Prep School by completing a form which the office will email or send to you following a request. Any request will then be considered on a case by case basis but leave will only be granted if circumstances are exceptional and if the child's all time attendance percentage is above 90. Attendance will only be authorised for children with an attendance figure of 90 or below in extenuating circumstances. The number of days authorised will be at the Headmaster's discretion. The Headmaster's PA keeps a log of these requests.
- 10.3 The Headmaster may grant permission in extenuating circumstances whereby service personnel are prevented from taking holidays outside term time or when a family needs to spend time together to support each other during or after a crisis. If it has been granted then these children's absence can be marked with the code 'H'.
- 10.4 If the Headmaster or Head of Prep School does not grant permission and the leave is taken, it will be classed as unauthorised and the register must be marked with the code 'O'. In the case of unauthorised leave a penalty fine of up to a maximum of £100 per day may be issued at the Headmaster's discretion.

11.0 ABSENCES RELATED TO CORONAVIRUS (COVID-19)

- 11.1 From September 2020 pupil attendance is mandatory and the usual rules on attendance will apply.



- 11.2 There are some circumstances where pupils cannot attend school due to coronavirus (COVID-19). In these circumstances the code X (with the appropriate sub code) must be used which does not count as an absence for statistical circumstances. This would be if their travel to, or attendance at, school would be:
- Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
 - Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)
- 11.3 Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)
- Pupils who have symptoms should self-isolate and get a test (code X02 should be used)
 - If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. Code X02 should only be used up until the time of the negative test result. The register will not be changed retrospectively due to a negative test result.
 - If a pupil tests positive, they should continue to self-isolate for another 10 days starting from the day after their positive test result. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X02 will be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I02 (illness) until they are able to return to school.
 - If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test. (Code X04)
 - If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X04 should only be used up until the time of the negative test result when the pupil can return to school.
 - If the household member tests positive, the pupil should continue self-isolating for the full 10 days after the date when the member of their household received a positive test result. Code X04 should be used during this period.
 - In all cases of self-isolation, we will ask parents to inform us immediately about the outcome of a test. We will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- 11.4 Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)
- Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19). If the close contact was outside the school setting this is code with code X04



- The [NHS test and trace](#) guidance states that a person should self-isolate for 10 days (after the day of the positive test result) if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 10 days since they were last in close contact with the person that has tested positive when they were infectious. Code X04 should be used for these pupils during this period.

11.5 Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X05 should be used in the register.

11.6 Pupils who are clinically extremely vulnerable and have been advised specifically by their Doctor or public health authority that they should not attend

- Non-attendance in accordance with guidance from PHE or the DHSC because a child is extremely clinically vulnerable and has been advised specifically by their doctor will be recorded as code X06.

11.7 Local lockdown

If rates of the disease rise locally, we may be advised to prevent some pupils from attending. We will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X07 - will be used for pupils who are asked not to attend.

11.8 Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will ensure that pupils have access to online learning either via Firefly tasks or live Teams lessons. The work that pupils do will be monitored but their teachers and coordinated by the form tutor.

11.9 Vulnerable students and those with EHCPs

If a child with a social worker is absent this must be logged on the first day of absence on the Surrey portal using this link: <https://www4.surreycc.gov.uk/social/child/absence-submission-portal/>

12.0 RELATED POLICIES

- Behaviour Management (LP-PJ-005 and LP-PS-006)
- First Aid (LP-PW-014)
- Medical Conditions (LP-PJ-021 and LP-PS-022)
- Missing Child (LP-PJ-024 and LP-PS-025)
- Safeguarding & Child Protection (LP-PW-034)
- Inclusion and SEND (LP-CJ-022 and LP-PS-033)

Last reviewed August 2020

Next review due August 2021