

Registration, Attendance & Absence Policy

(Reviewer: SMT, August 2024)

Registration has two functions:

- So that an admissions register is kept in accordance with the Education (Pupil Registration) Regulations 2023.
- It has a Health and Safety function, tracking pupils in order to provide accurate information in the event of a major incident.

All pupils will be registered at the beginning of each morning and afternoon session.

1. Prep School

Start and middle of the day

- Morning registration is between 8.20am and 8.30am in classrooms.
- Pupils arriving late to school (after 8.30am) should report to the school office to sign in.
- Afternoon registration is between 12.55pm and 1.00pm in classrooms.
- The Prep School Office Secretary will compile a daily list of absentees and late pupils.
- Parents should contact the school if their child is ill or has a medical or dental appointment.
- Other absences can only be authorised by the Head of Section
- Pupils leaving school during the school day and returning to the school are required to sign in and out at the Prep Reception.
- In addition to being registered twice each day, all teachers are expected to keep a record of who is present in their lessons, and to notify Prep Reception if a pupil is not present and not on the absentee list.

At the end of the day

- Pupils in Reception, Y1 and Y2 are collected in person by their parents or guardian.
- All pupils in Yrs 3-6 must be signed out by their parent or guardian (or the driver if using the Bus service) when leaving school.

2. Senior School

Registration is completed on-line by pupils in Houses in the morning before lessons (7.15am to 8.25am) and during lunchtimes (1.15pm to 1.55pm) using a swipe card that has been issued to every pupil.

- The HoM or adult on duty will check that the registration is complete before leaving the House and get those students who are present to sign in if they have forgotten.
- Information concerning future absence or explaining absence should be noted by the HoM and the appropriate symbol inserted in the register.
- If pupils are present during registration but are going out of school anytime afterwards, the HoMs should mark it with the appropriate code ie: 'V' or 'P'. Lists of pupils on trips or matches are available on SOCS.
- If a pupil is marked as unknown reason for absence then a member of the team at the Lodge phones home. The outcome is recorded by the Lodge on the electronic register in iSAMS. (For pupils in St Johns, it is the HoM who follow up on the absence).
- The daily absence list is compiled and available via iSAMS.
- Late pupils (those arriving after morning registration) sign in at the Lodge and the reason for absence is updated on the register.

- Pupils leaving school during the school day and returning to the school are required to sign in and out at the Lodge.
- In addition to being registered in house twice each day, all teachers are expected to keep a record of who is present in their lessons, and to use the registration alert in iSAMS if a pupil is not present and not on the absentee list.

3. Evening Registration

- The HoM or adult on duty will check that the registration is complete before leaving the House and get those students who are present to sign in if they have forgotten.
- Information concerning future absence or explaining absence should be noted by the HoM and the appropriate symbol inserted in the register.
- If pupils are present during registration but are going out of school anytime afterwards, the HoMs should mark it with the appropriate code ie: 'V' or 'P'. Lists of pupils on trips or matches are available on SOCS.
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- Late pupils (those arriving after morning registration) sign in at the Lodge and the reason for absence is updated on the register.
- Pupils leaving school during the school day and returning to the school are required to sign in and out at the Lodge.
- In addition to being registered in house twice each day, all teachers are expected to keep a record of who is present in their lessons, and to use the registration alert in iSAMS if a pupil is not present and not on the absentee list.

4. Registration Categories

There are five registration categories:

1. Present - denoted by a forward oblique for am and a reverse oblique for pm (/or\)
2. Approved educational activity
3. Authorised absence (see below)
4. Unauthorised absence (see below)
5. Unable to attend due to exceptional circumstances

Authorised absence – 'O' with appropriate letter inserted:

- Special circumstances not covered by another code, C
- Exclusion – (no alternative provision made), E
- Medical/Dental appointments, M
- Illness (NOT medical or dental etc. appointments) I
- Interview, J1
- Day of Religious Observance, R
- Study, S
- Approved sporting activity, P
- Educational visit or trip, V
- Late (before registers closed, therefore present) L
- Attending Education Provision arranged by the local authority, K
- Attending Work Experience, W
- Attending any other approved educational activity, B

- Leave of absence for a pupil subject to a part-time timetable, C2

Unauthorised absence – ‘O’ with appropriate letter inserted:

- No satisfactory explanation received O
- Family holiday G
- No reason yet provided for absence N
- Late after registers closed U

Attendance

At Hurst we expect all pupils to attend school every day, for the duration of the full school day. Parents have a legal duty to ensure their child attends school regularly, this means their child must attend every day that the school is open, except for a small number of allowable circumstances (for which permission must be given in advance) or they are too ill to attend. There is a strong link between attendance and attainment as well as wellbeing.

Monitoring Attendance Overview

The Senior Management Team will monitor attendance and will follow-up if attendance falls below certain thresholds. The College attendance Champion (Deputy Head of the College) has overall responsibility for championing and improving.

The Department for Education (DfE) expects every pupil attending school to maintain a minimum attendance level of 90%; any figure below this is deemed as poor attendance. Department for Education guidance states that where absence escalates and pupils miss 10% or more of school (equivalent to one day or more a fortnight across a full school year), schools are expected to sensitively consider the reasons for absence and put additional targeted support in place. Parents of pupils falling into this category are likely to be contacted by the School so that the reasons for frequent absence can be clarified and help and support provided.

Progression onto the next academic year is not guaranteed if a pupil’s attendance falls below 80% in a particular academic year. The Head of Section, or another member of the SMT, will be in touch to signal this as early as possible in the academic year if this becomes a concern.

Monitoring Attendance Procedure

Weekly. A report will run every Wednesday evening to look at attendance over the previous two week period.

HoM and Tutors (Seniors) and Tutors (Prep) will be informed of any pupils with an attendance of 70% and under for the previous 2 week period (Wednesday to Wednesday). They will be asked to confirm any known reasons for the absence. These reasons will be discussed in weekly safeguarding meeting and action decided.

Half termly. A report will run on the Wednesday evening two full weeks before the end of a half term to review the Year to date attendance.

HoM and Tutors (Seniors) and Tutors (Prep) will be informed of any pupils with an attendance of less than 90% for the academic year to date.

They will be asked to confirm any known reasons for the absence. These reasons will be discussed in weekly safeguarding meeting and action decided. For most pupils this will be advisory contact home from the Head of Section.

If a pupil's attendance continues to be a concern after advisory contact home has been made, parents will be invited in to school for a meeting to discuss the issue and ensure appropriate support is offered and a plan put in place.

Informing the Local Authority

In line with Government requirements, the Local Authority must be informed if a pupil of compulsory school age fails to attend regularly or misses ten consecutive school days of unauthorised absence. The school must inform the Local Authority if a pupil misses 15 school days (either consecutively or cumulatively across and academic year) due to sickness.

Missing Pupil Procedure

Procedure in the Prep School including EYFS.

Any member of staff who becomes aware that a pupil is unaccounted for should contact Prep School Reception and they will try to locate the pupil by doing the following:

- Check with the teacher of the class where the pupil should now be
- Contact Medical Centre.
- Check activity lists including music, LAMDA or LS lessons.
- Check all lists of trips out of school.

If the pupil is still found to be missing they will contact a member of the SMT who will oversee the following:

- Instigate a brief search of general areas e.g. toilets, changing rooms, playground, library, including CCTV.
- Contact staff who might previously have taught or tutored the pupil that day.

If the pupil is still found to be missing the member of the SMT will:

- Endeavour to make notes of specific actions taken and timings.
- Instigate a thorough search of the whole site including use of CCTV and an audit of the door access system.
- Email all staff with the name of the pupil, date and time of first noted, asking if they have been seen
- If the site search fails, and any other process above, parents will be informed and a search of local roads will be made on foot, or by car, by available staff and parents, as appropriate.
- As soon as it becomes obvious the child is missing, on the Head's command inform the police on 0845 6070999 (Burgess Hill Police station) or 999. Police will require details such as age, address, height, distinguishing features and clothing. A photograph should also be provided.

Procedure in the Senior School

Any member of staff who becomes concerned that a pupil is unaccounted for should contact the Lodge (daytime) or HoM (outside working day) and they will try to locate the pupil by doing the following:

- Check with the teacher of the class where the pupil should now be
- Contact Medical Centre.
- Check activity lists including music, LAMDA or LS lessons.
- Check all lists of trips out of school.

If the pupil is still found to be missing they will contact a member of the SMT who will oversee the following:

- Instigate a brief search of general areas e.g. toilets, changing rooms, outside areas, House, library, including CCTV.
- Contact staff who might previously have taught or tutored the pupil that day.

If the pupil is still found to be missing the member of the SMT will:

- Endeavour to make notes of specific actions taken and timings.
- Instigate a thorough search of the whole site including use of CCTV and an audit of the door access system.
- Email all staff with the name of the pupil, date and time of first noted, asking if they have been seen
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