

# Lincoln Minster School

## Attendance

### 1. Policy Statement

For the welfare, health, and safety and educational benefit of all pupils, Lincoln Minster School registers pupils in all years of compulsory school age, including Sixth Form and EYFS. Lincoln Minster School requires regular attendance and the presence of pupils is checked daily at the start of the morning session and again at the start of the afternoon session. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006 in respect of both inclusion in, and deletion from the register. Lincoln Minster School is committed to ensuring that the attendance register is maintained in accordance with these regulations. For this reason, Form Tutors/Teachers must ensure the register is filled in properly in accordance with the procedures in this document.

Lincoln Minster School complies with its legal duty to report to the Local Authority:

- 10 days of unauthorised absence (other than for reasons of sickness or authorised leave of absence)
- Failure to attend regularly
- Deletion from the school register where the next school is unknown (to be reported to the Local Authority in which the child resides)

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Lincoln Minster School is fully committed to ensuring that the application of this Attendance Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on request from the main school offices and should be read in conjunction with the following policies and documents: Missing Pupil Policy, timetable for the school day.

This document is reviewed annually by the Assistant Head Pastoral and the Head of the Preparatory School or as events or legislation change requires. The next scheduled date for review is August 2019.

<b>Reviewed By</b>	J Muir; Assistant Head (Pastoral) F Thomas; Head of the Preparatory School
<b>Date</b>	August 2018
<b>Reason for Change</b>	Annual review
<b>Next review date</b>	August 2019

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## 2. Attendance and registration procedure

Pupils are required to attend school sessions unless leave of absence has been requested by parents from the Headmaster, the Head of the Preparatory School or the Deputy Head of the Pre-Preparatory School and the requested leave subsequently authorised as exceptional circumstances. Absentees are recorded at a formal registration each morning and afternoon. Unauthorised absences are investigated on the same day by office staff. Form tutors use the appropriate codes in the register for each kind of absence (see over). All letters of absence must be checked and kept in the appropriate pastoral file.

In Year 12 and Year 13, tutors register their tutees at 8.50am, and then the pupils are registered by subject lesson attendance using ISAMS. They are allowed off site from 12.45-1.40pm, using the reception signing in/out system. They are required to remain in school until 4.00pm. Their lesson by lesson attendance is monitored by subject staff via ISAMS.

Parents are strongly requested to keep to term dates, always published 12 months in advance, to ensure that school time remains a priority in the mind of each pupil. Parents are made aware that any request for leave of absence during term time will need to be made in writing, in advance, to Mr Wallace at the Senior School, Mrs Thomas at Prep or Mrs Whitworth at Pre-Prep. It will be at their discretion as to whether the reason for absence is classed as exceptional circumstances. All requests will be considered individually and will take into account:

- The time of year the absence is requested for
- The attendance record of the pupil
- The number of previous requests for leave of absence
- The pupil's ability to catch up on missed learning

Parents will be notified of the school's decision regarding leave of absence for exceptional circumstances in writing. When a parental request has been refused but a parent goes ahead and takes their child out of school, the absence will be recorded as unauthorised.

Lincoln Minster School has the legal duty to report the following attendance issues to their local authority: 10 days of unauthorised absence; failure to attend regularly; deletion from the school register when the next school is not known. In addition, the school recognises that poor attendance can indicate a potential safeguarding concern, so due regard will always be given to implementing safeguarding procedures, as per our safeguarding policy, if necessary.

### a. Senior School

**The register is a vital legal document and must be kept up-to-date by tutors and for at least three years.**

- Session Attendance is recorded each day on ISAMS. Help sheets on how to carry out this process can be found in the Staff resources area.
- Pupils should be marked present or absent. Corrections should be made, if necessary, provided that clear evidence for the change is received. Pupils arriving after registration should report to the office. Do not mark a pupil present unless you have actually seen them. Some pupils may have been recorded absent in the register by office staff if the parents have phoned into the office in advance of the registration period. These absences should not be altered without contrary evidence.
- Absences must be followed up meticulously, an absence note, or phone call being produced for every session. These notes should be retained for the academic year in the child's file, which you keep as a tutor. Any absence of three days or more should be explained by a note.
- When a note has been received it should be recorded by the symbols that are available to select from the drop-down boxes within ISAMS. All notes received should be signed / initialled by the form teacher and filed. ISAMS allows the tutor to access previous attendance sessions for the tutor to make amendments.
- Online Registers should be completed prior to the end of the registration period (9:10am for am and 2:10pm for pm sessions).
- Should there be any problems accessing the online register, a paper copy of the form list (a copy will be kept inside the register bag) should be returned to the office immediately after registration.
- Sixth form attendance registration is recorded by class teachers by registering their class (in the same way as session attendance) on ISAMS.
- Absentees are recorded in the office, therefore, if pupils are missing from class a rapid check may be made by ringing Miss Gilson (Ext. 303), or it will display on your class register on ISAMS.
- The Nurse will keep a record of all visitors to the Medical Centre during class hours and report to the office if any child is to be sent home. Staff must send a signed, green sheet with any child who is sent to the Nurse. The child should report first to the office, who will contact the Medical Centre.
- The supply of green sheets for sending pupils to the Medical Centre should be left in the teacher's desk of each room.
- Staff will receive slips for pupils who have visited the Medical Centre.
- Pupils' addresses and date of birth should be kept up-to-date at all times.
- The register will be kept for 3 years as a minimum.

The following symbols are to be used when marking the register:

<u>Absence Type Name</u>	<u>Display Symbol</u>
Present (AM Registration)	/
Present (PM Registration)	\
Absent (No Reason Yet Provided)	N
Absent (Illness)	I
Absent (Medical/Dental)	M
Educational Visit or Trip	V
Approved Sporting Activity	P
Absent (Other Authorised Circumstances)	C
Absent (Not Authorised)	O
Study Leave	S
Work Experience	W
Interview	J
Family Holiday (Agreed)	H
Family Holiday (Not Approved)	G
Extended Family Holiday (Agreed)	F
Excluded for fixed/indefinite	E
Educated Off Site	B
Pupil Not Yet on Roll	Z
School Closed to Pupils	#
Late (After Registers Closed)	U

Attendance will be reported in each progress review or full report. Any pupil whose attendance is 96% or lower for that period will be raised as a concern with parents. If two consecutive periods of less than 96% attendance are reported then parents will be required to meet with the pastoral team and support measures to improve attendance will be put in place. Parents will be reminded of the legal duty to send their child to school and of the possibility of a report to the LEA if attendance does not improve.

#### **b. Preparatory and Pre-Preparatory Schools**

**The register is a vital legal document and must be kept up-to-date by tutors and for at least three years**

- In the **Preparatory School / Pre-Preparatory School including EYFS** the office staff keep a record of all visits to the office for Medical care, and at the Pre-Preparatory School all visits to the office and First Aid room during class hours, and record any treatment and action taken.
- Session Attendance is recorded each day on ISAMS. Help sheets on how to carry out this process can be found in the Staff resources area. EYFS children who would not attend a session are marked as a “free period” currently so the system can reflect session attendance
- Pupils should be marked present or absent. Corrections should be made, if necessary, provided that clear evidence for the change is received. Pupils arriving after registration should report to the office. Do not mark a pupil present unless you have actually seen them.

Some students may have been recorded absent in the register by office staff if the parents have phoned into the office in advance of the registration period. These absences should not be altered without contrary evidence.

- Absences must be followed up meticulously, an absence note or phone call being produced for every session. These notes should be retained for the academic year in the child's file, which are kept in the school office. Any absence of three days or more should be explained by a note.
- On Monday of each week, the form tutors/class teachers will receive a print of their form register for the previous week. Unexplained absences must be followed up by the Office and the register adjusted as appropriate.
- When a note has been received it should be recorded by the symbols that are available to select from the drop down boxes within ISAMS. All notes received should be signed / initialled by the form teacher and filed. ISAMS allows the tutor to access previous attendance sessions for the tutor to make amendments.
- Online Registers should be completed prior to the end of the registration period (8.55 for am and 1:50 for pm sessions at Pre-Prep and 1.15 for Prep).
- Should there be any problems accessing the online register, a paper copy of the form list (a copy will be kept inside the register bag) should be returned to the office immediately after registration.
- Absentees are recorded in the office, therefore, if pupils are missing from class a rapid check may be made by ringing the school office or it will display on your class register on ISAMS
- The Office will keep a record of all visitors to Sick Bay during class hours and report to the office if any child is to be sent home. The child should report to the office.
- Pupils' addresses and date of birth should be kept up-to-date at all times.
- Session Registers are kept in the Nursery classrooms with absences reported to the Office and completed on ISAMS.
- Absentees are recorded in the office, therefore, if pupils are missing from class a rapid check may be made by ringing the school office.
- A register for all children in the EYFS, whether of compulsory school age or attending Nursery, is kept in line with school policy and follows school procedures.

**The following symbols are to be used when marking the register:**

<u>Absence Type Name</u>	<u>Display Symbol</u>
Present (AM Registration)	/
Present (PM Registration)	\
Absent (No Reason Yet Provided)	N
Absent (Illness)	I

Absent (Medical/Dental)	M
Educational Visit or Trip	V
Approved Sporting Activity	P
Absent (Other Authorised Circumstances)	C
Absent (Not Authorised)	O
Study Leave	S
Work Experience	W
Interview	J
Family Holiday (Agreed)	H
Family Holiday (Not Approved)	G
Extended Family Holiday (Agreed)	F
Excluded for fixed/indefinite	E
Educated Off Site	B
Pupil Not Yet on Roll	Z
School Closed to Pupils	#
Late (After Registers Closed)	U

### 3. Deletions from the School Register

Lincoln Minster School informs the local authority where the child is resident when:

- The child has been taken out of school to be home educated
- The family has apparently moved away
- The child has been certified medically unfit to attend
- The child has been in custody for more than 4 months
- The child has been permanently excluded

Attendance will be reported on each termly report. Any pupil whose attendance is 96% or lower for that period will be raised as a concern with parents. If two consecutive periods of less than 96% attendance are reported then parents will be required to meet with the Form Tutor/Deputy Head and support measures to improve attendance. Parents will be reminded of the legal duty to send their child to school and of the possibility of a report to the LEA if attendance does not improve.

### 4. Rewarding good attendance

We are keen to promote good attendance records amongst all of our pupils. As such, good attendance is recognised with certificates, vouchers and inclusion in school reward trips/activities.