

Attendance and Registration Policy



WYCHWOOD
SCHOOL • OXFORD

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Reviewed By	DR
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Version	10.1

Introduction

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (Education Act 1996)

Under the provisions of the **Education Act 1996 (s434)** and the **Pupil Registration Regulations 1995** the school must keep an attendance register. The school is registered with the Information Commissioner under the **Data Protection Act 1998 and GDPR 2018**. This policy is also based on the School Attendance, Departmental Advice for maintained schools, independent schools and local authorities, October 2014 DfE.

The purpose of this Attendance Policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

Procedures

All Form registers will be closed 30 minutes after the start of the morning and afternoon sessions.

Office staff collate absence details between 9.00 and 9.30 each morning, and a follow-up telephone call is made to parents from whom no communication has been received. Form Teachers will be notified at morning break of any further follow up required from them. The Office Assistant will email to staff and display in the staff room a list of known (therefore legitimate) absences for each day on the Daily Bulletin.

The Head will:

- ensure that strategies are in place to promote and implement the policy throughout the school
- determine (in collaboration with the Deputy Heads and Form Teacher) whether to authorise any proposed absences requested in writing, or absences which have taken place for which no request was made
- notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence
- initiate with appropriate staff strategies to improve attendance
- oversee the attendance arrangements
- work with Form Teachers to ensure the efficient running of the system
- make periodic checks of the registers to monitor pupil absence
- make regular checks on absence notes and the reasons for absence
- ensure that unaccounted for absences are followed up
- deal with issues of inadequate registering
- clarify with Form Teachers the recording of absences on school reports

Form Teachers will:

- contact parents over pupil absences where appropriate
- ensure that pupils are registered accurately
- ensure that pupils bring absence notes if no telephone notification has been received and pass these to the School Secretary for filing
- follow up cases of unaccounted for absence or unacceptable notes

Classroom Teachers will:

- check the attendance of pupils at their lessons
- inform the Form Teacher of the names of pupils who are absent without notification

Inspection

The Head will ensure that the School Admission and Attendance Registers are available for inspection by registered inspectors.

Leave of Absence

Leave can be granted only by the Head. Parents will be expected to make a request in writing. Parents of boarders leaving early because of difficulties obtaining flights must also make a request in writing.

Short Term Leave

The School can legally grant short term leave for family reasons (usually holiday). It is for the Head to determine the reasonableness. Where a pupil becomes pregnant leave will be given of no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the pupil remaining in school as long as possible. Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded but the pupil must sign out in case of fire.

Religious Observance

There is no legislation or regulation or DfE guidance on this matter. The Head will review each application reasonably. The School expects advance notice, since religious festivals are likely to be fixed well ahead.

Pupils missing register due to lessons

- The deadlines for registration are as follows: 8.45am and 1.45pm. Where possible, staff should release pupils to get to registration by these times.

Where it is not possible for pupils to arrive at registration by the above times the procedure will be as follows:

- For **regular** early or lunchtime lessons:
 - a. The staff member should have a list of names of those expected to attend the lesson and should take a register on this list each lesson.
 - b. The register lists should reach the school office by 9.10am or 2.10pm **at the latest**.
 - c. Where it is not possible to get the register list to the office in time the staff member should telephone the school secretary in the office, or let her know by some other means (ideally in advance) so that a Gap Assistant can come and collect the list from the member of staff.
- For **occasional/rotating** lessons (usually one to one) the individual pupil **must** go to the office and sign the "late" sheet, so staff should allow a few minutes at the end of a lesson for her to do this.

As Form Teachers begin to know the pattern for their form it would be acceptable to leave the space in the register blank in the first instance and the Secretary will fill it in as appropriate and before the end of the registration period.

Taking the register

This section applies to the taking of the pupil registers at Wychwood, Oxford. Wychwood, Oxford, having both day pupils and boarders, is required to register the day pupils at the start of the first session of each

school day and once during the second session. We choose to register the boarding pupils at the same times.

Pupils should be marked as

- Present
- Absent according to the registration codes in use from the DfE

When a pupil is absent the school must follow up the absence to ascertain the reasons for absence and

- Ensure proper safeguarding action is taken, if appropriate;
- Identify whether the absence is approved or not
- Identify the correct code to enter on the school’s electronic registration system.

Presence and Absence

Pupils **MUST NOT BE MARKED PRESENT IF THEY ARE NOT IN SCHOOL DURING REGISTRATION.**

If a pupil leaves the school premises **AFTER** registration then they are still counted as present for statistical purposes.

If a pupil arrives after the register has closed, then they are marked late.

At Wychwood, Oxford, pupils will be marked as present by the Form Teacher if they are in their form rooms during the registration periods of 08.30 to 08.40 and 13.40 to 13.50.

If a pupil is NOT present in their form room during these times, if the Form Teacher knows the whereabouts of the child, they enter the appropriate code.

If the Form Teacher does not know the whereabouts of the child they will leave the register blank.

If a pupil arrives in school **after** 08.45 or 13.45 they must sign in at the school office. They will be marked as late in the register by the school office.

The register for the morning session will remain open until 09.00 to allow for follow up by the school office on unexplained absences.

The register for the afternoon session will remain open until 14.20 to allow for follow up by the school office on unexplained absences.

A pupil arriving after the register closes should be marked absent at 9.30 or 14.20 with the code U, or with another absence code if that is more appropriate.

Registration Codes

Code	Meaning	Notes
/	Present in school am	Between 08.30 and 08.40 – Form Teacher
\	Present in school pm	Between 13.40 and 13.50 – Form Teacher
L	Present after registration but before register closes	Between 08.40 and 09.00 – School office Between 13.50 and 14.20 – School office
B	Off-site educational activity	RARE – only used if a child is registered at another school as well as Wychwood
D	At another educational establishment	RARE – e.g. if a child was at a hospital school
J	At Interview	University or job INTERVIEWS
P	Supervised sporting activity	Pupil is attending e.g. an athletics tournament

V	Educational Visit or trip	Any school trip or visit including residential ones.
W	Work Experience	Only applies to Shell, Study I and Study II. Work Experience.
C	Leave of absence	Form Teachers will be asked in advance or be informed by the head
E	Excluded	If child is excluded from Wychwood
H	Holiday	Parents should have asked the Head who will tell the Form Teacher
I	Illness	NOT medical or dental appointments
M	Medical or dental appointment	Parents should have asked Form Teacher who needs to tell the Head and the School office.
R	Religious Observance	If a pupil is out, for example, to celebrate Eid. Parent should ask permission from the Head.
S	Study Leave	Study leave for Shell (Yr 11) pupils prior to public examinations.
T	Gypsy, Roma and Traveller absence	Only if the family is travelling for occupational purposes and have previously agreed this with the School.
G	Holiday NOT authorised by the head or in excess of the time agreed	E.g. if a child returned late from an agreed holiday or the parents take the child without asking first
N	Reason for absence not yet provided	If at 09.30 or 14.20 the school office has been unable to ascertain where the child is. N is used to allow the registers to be closed. However, this should be amended once the reason is known. If no reason is given after 1 week then it should be replaced with O.
O	Absent without authorisation	If the school is unsatisfied with the reason given for absence
U	Arrived in school after registration closed	Arrived between 09.00 and 13.40 or between 13.50 and 15.50.
X	Not required to be in school	Applies to Study leave for Study I and II (Yrs 12 and 13) who are beyond the compulsory school age.
Y	Unable to attend due to exceptional circumstances	E.g. because school is closed; transport unavailable; local or national emergency leading to travel disruption; pupil is in custody (although if they being educated in custody this is code B)
Z	Pupil is not on admission register	This should only EVER be used on the pupil's first day IF they are not on the admission register. Form teachers will be told
#	Planned School closure	E.g. between terms, half days at half term, use of the school as a polling station etc.