



Prior Park Schools

An Education for Life

REGISTRATION AND ATTENDANCE POLICY PRIOR PARK COLLEGE

v.15

Whole Trust? Yes	Statutory? Yes	Website? Yes
Reviewed: September 2015	Next review: September 2016	



Registration of Pupils at Prior Park College

Pupils at Prior Park College are registered morning and afternoon (whether day or boarding) in line with the requirements of the Department of Education. The notation used is that defined by the DfE. All pupils are registered, irrespective of age (i.e. Sixth Form as well as those below 16).

All children are entitled to a full time education which is suitable to their age, aptitude and any special educational needs they may have in line with the standards of Keeping Children Safe in Education. To safeguard their right to education all children admitted to Prior Park College are entered on to Attendance Registers, which are on the PPC Schoolbase system.

The attached Attendance Policy explains our system and attempts to promote good attendance. Whilst we no longer have to submit statistics for external record, we do scrutinise attendance on a weekly and termly basis in order to be aware of any issues. In addition, attendance at all classes is checked by subject teachers.

Registers are taken electronically and data recorded on the Schoolbase system. Any late-comers are asked to report to Reception so that attendance can be established.

PPC recognises its duty to inform the local authority (in most cases B&NES) of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

HsMs must be kept informed of patterns of attendance by Tutors. Any unauthorised absence must be raised immediately with HsMs. The house-based system is an easy exchange of information between HsM and Tutor, including completing our need to fulfil a "1st Day" contact system in event of absence (i.e. if parents do not ring in, we contact them on the 1st day of any absence). The meeting after Friday Afternoon House Assembly ensures that tutor teams reflect on weekly attendance patterns as a team.

Separate fire lists are held for reference (at the fire point) and the Housemasters, Housemistresses and all tutors attend the fire point. The Housemasters, Housemistresses and tutors know the pattern of attendance (absence for any given day), quickly establishing if a pupil is absent, thus enabling fire alarms to be dealt with efficiently.

The demands of fixtures, CCF trips, school outings and the busy life of the school tests the registration system, but careful House team co-ordination and liaison with teachers running activities will ensure correct records. For example, attendance at early morning choir practices is known to tutors and Director of Music uses a Schoolbase tag group to mesh with form registers. Again, lists are published of those on outings and fixtures.

ATTENDANCE POLICY

Introduction

The aim of this policy is to ensure that children maximise their entitlement to education by promoting attendance at school. Prior Park College is involved actively in monitoring attendance, thus seeking to promote and to improve attendance.

Ensuring school attendance is a key component of the partnership between home and school. Once a child becomes a registered pupil it is a parental duty to ensure attendance at school. The school is accountable for the levels of attendance by the pupils in order to ensure that the childrens' right to education is not overlooked.

Principles

1. Parents of registered pupils have a legal duty to make sure that children of compulsory school age attend on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved.
2. Every half-day absence from school has to be classified by the school (not by parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason (i.e. illness or other unavoidable cause).

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes keeping children off school unnecessarily, truancy, unapproved holidays in term time, attendance at events not agreed by the school and any absences which have not been properly explained.

3. Any problems with regular attendance are best sorted out between school, the parents and the pupil. If a pupil is reluctant to attend it is never better to give in to pressure to excuse attendance. Parents should contact the Form Tutor and Housemaster or Housemistress, aiming to work together with the staff to resolve problems.
4. Pupils who have exceeded compulsory school age and have chosen to stay on at school will be expected to abide by Prior Park College expectations on attendance. Parents of such pupils remain in partnership with the school in promoting the best possible attendance.

PPC recognises that it must inform the local authority if any pupil is deleted from the attendance registers where they are said to be being educated at home, have been certified as medically unfit to attend school, have been permanently excluded, or other circumstance giving concern. We have a duty to ensure that children of compulsory school age and who are missing education are followed up to avoid risk of abuse.

Procedures

The school applies the following procedures in deciding how to deal with individual

absences.

1. Illness and other legitimate reasons

If a pupil is unfit for school, parents should contact their Housemaster or Housemistress on the first day of absence. This will be verified by contact from home, by telephone or by e-mail. Absences will not be authorised without this procedure. In exceptional circumstances, further evidence of illness (such as a doctor's note) may be requested.

Other reasons for absence must be discussed with the school each time. Notes will not necessarily be accepted as providing valid reasons. The school will not normally authorise absences unless they are caused by unavoidable circumstances.

2. Holidays

All holiday leave in term time is to be discouraged, as it disrupts academic progress and places pupils at a disadvantage. The school has long holiday periods and parents are asked to use these published vacation times.

Any holiday leave in term time is at the discretion of the Headmaster. Provided the request is made in advance in writing, leave for up to 10 days per school year may be granted, provided the pupil's attendance record is otherwise satisfactory. Leave may be refused where a pupil has already missed a lot of work or at crucial times of the year (eg during exams). In general, the school would wish to discourage such requests, but recognises that exceptional circumstances may occur. Requests for absence in years 10 to 13 (Lower 5 to Upper 6) are particularly unhelpful. Requests for leave beyond 10 days a year can only be entertained in rare circumstances.

3. Lateness

Children must attend on time to be given a mark for that session, unless the lateness is avoidable. Parents are expected to ensure that children are present at registration. Late arrival during the registration period will be denoted with the code L. Late arrival after the registration period will be denoted with the code U. Awareness of patterns of lateness is vital in discouraging slippage and getting prompt attendance.

Registration Procedures and Registration Categories

1. Registration occurs at 8.30am in Houses/designated classroom and at 2.10pm in House/designated classroom (whichever the tutor deems most sensible) - registering the whole House in the House area is ideal, but physical space does not allow it in all Houses. The Form Tutor will register the form on both occasions unless a substitute is needed. On Friday afternoon every House attends a House Assembly at 4.20pm and this allows weekly reflection on attendance patterns.
2. Registers are legal documents and must be kept strictly in accordance with the regulations. Marking registers properly is fundamental to a whole-school approach to promoting attendance.
3. Standard notation:- key codes that routinely used.
 - i. Absence and Attendance codes: basic codes

Present = denoted by a forward / reverse oblique / \

- L = Late (before registers close; ie before 8.50 am or 2.20 pm)
- U = Late (after registers close, ie after 8.50 am or 2.20 pm)
- P = Approved sporting activity (taking part in fixture, including CCF activity)
- V = Educational visit/trip (organised school trips and visits)
- W = Work Experience (pupils 15-16 undertaking supervised work placement)
- S = Study Leave. Please note registers must be annotated during Study leave periods.

ii. **Absence** = denote by () and add symbol when known.

Authorised absence

- C = Other authorised circumstances, ie not covered by another appropriate code
- E = Excluded (no alternative provision made)
- F = Extended family holiday (agreed)
- H = Family Holiday (agreed)
- I = Illness
- J = Interview
- M = Medical/Dental appointments
- R = Religious observance

Unauthorised Absence

- G = Family Holiday not agreed or days in excess
- O = Unauthorised absence (not covered by other code or description)
- N = No reason yet provided

* In event of any unauthorised absence alert HsM, who will speak to DHM.
Codes extend from B to Z inclusive, but the key codes are / \ for present and () for absent. Explanatory codes should be added/provided as possible.

Unauthorised Absence: denoted by "O". No satisfactory explanation received. Please note it is the school who decides if an absence is authorised. A note from parents is not in itself grounds for authorisation, it depends what it says.

Lateness

Late within the registration period - L.

Late after the registration period or without acceptable reason - U. Such pupils must report to Reception. The registration period is 8.30am to 8.50am and 2.10pm to 2.20pm.

4. Register Checklist

Please ensure you do the following:

- Complete your register morning and afternoon, ensuring an entry for every pupil. If a temporary N code has to be used, ensure this is corrected as soon as accurate information is gained

- Identify those with attendance problems to HsM (who will liaise with the Deputy Headmaster)
- Check information from home and make 1st day contact by 9.00am as needed
- Be aware of pupils who are on school trips and fixtures - check lists and try to anticipate by talking to your group
- Confirm attendance and check patterns with the House team every week at the end of week meeting after House Assembly

5. Contact with parents

We expect parental contact with the school on the first day of unforeseen absence. The child should bring a note on return to school. We expect prior notification of any appointments.

If a child is away and parents do not contact us, then you must contact them on the first day to ensure all is in order. Contact by 9.00am by phone, e-mail or text or ask Reception to do this for you

Promoting Attendance

- a. Prior Park College is committed to working with parents as the best way to ensure as high a level of attendance as possible. Pupils are registered at the start of morning school and the start of afternoon school. The Form Tutors inform the HsM of any significant trends in attendance, giving attention to improvement as well as problems.
- b. Praise and more tangible rewards (e.g. book tokens) can be used to reward 100% attendance and improved attendance. This will be a matter for judgement in a House (and may be unnecessary in a boarding house). HsMs liaise with the Deputy Headmaster about any problems of attendance, with parents contacted about the issue and pupils counselled about their attendance.
- c. Figures on attendance (for the individual pupil) and comments from tutors on attendance can form part of the reporting procedure to parents.
- d. Parents' Evenings provide an opportunity to meet with Form Tutors and HsMs, allowing problems of attendance to be discussed. On a routine basis, parents are encouraged to speak to Form Tutors and HsMs, who are readily available in Houses (particularly between 4.15pm and 6.00pm, when day parents may be collecting children, and the Friday afternoon House Assembly is an ideal opportunity for this).
- e. If a child is absent and no message is received by the pupil's Form Tutor, telephone contact must be made with the parent on that day. If a child is absent (and a message is received) a routine telephone contact from the Form Tutor may occur, if the child has not returned, to check on progress.

In the event of absence beyond a few days, parents should contact the Form Tutor who will arrange for work to be set for the child to complete at home.

- f. Prior Park College has a system of Absence Forms to check attendance at classes. Teachers are required to check the level of attendance at every class they teach, filling in an absence form for any pupils who are not in the lesson. The Teacher's Planner allows a record of attendance at all classes to be maintained.

This system is designed to guard against “internal truancy”, this is pupils who attend school but seek to avoid certain classes.

- g. Punctuality throughout the day will be monitored and continuity of teaching provided to foster good pupil attendance.
- h. Home-School contracts are unnecessary in normal circumstances at Prior Park College, given the mutual commitment of school and parents to maximise educational opportunity. However, concerns about attendance by a pupil may necessitate an agreed document being created.

Registration data is saved on Schoolbase, with a weekly hard copy print off made and stored by the DHM, who analyses the data with the HM. An electronic copy is also made to a memory stick every month.

Responding to Concerns

Registration Tutors and HsMs will form a good overview of the well-being of pupils that they see every day and in their house.

If a pattern of absence is noted and thresholds are crossed, then the HsM should liaise with the DHM and contact the Children Missing Education Service at Manvers Street. CMES@bathnes.gov.uk. Tel 01225 394241

Be aware of the range of support available from external agencies through the Early Help Assessment (CAF) process available in Bath and North East Somerset. The integrated Working Team can be contacted on 01225 395021 (Team Administrator), 01225 395308 mob 07977 228307 (Bath area Assessment & Information Officer), 01225 395092 (Integrated Service Manager). E-mail to earlyhelp@bathnes.gov.uk. This will be appropriate if working with CMES reveals underlying issues.

ABSENCES POLICY : CLASSES

General Principles

The benefits of pupil attendance are maximised through a sound teaching programme and careful control of disruption to classes. This document explains the process for protecting teaching time whilst allowing a rich variety of activities to occur.

- a. Lessons are vital. Absences from lessons should be, therefore, rare and approved only after thorough consideration. Absences are not agreed lightly by the HM, one of whose chief responsibilities is for the overall academic progress and success of the school and its members.
- b. Requests for absences, therefore, need to be justified and, if turned down by the HM, the balance of factors in making a decision needs to be appreciated.

- c. Whole School Masses are to take precedence over all other events.

Departmental Outings, Field Trips and Visits

Careful consideration must be given to the impact of absences, the costs and benefits of any outing. Events must be planned well in advance and agreed through the Calendar Committee. Ideally, events will be programmed by July for the following academic year and be reflected in Schemes of Work and budgets. Late notice means that some events cannot be consulted.

The following considerations should guide planning:

- a) Teaching of public exam classes (L5 to U6 inclusive) takes precedence over everything except Whole School Mass and traditional events. Thus, fieldwork and industrial site visits must be placed with care for other subjects and the child's wider educational programme. Holidays periods are better for overseas trips and exchanges.
- b) The invitation of lecturers to Prior Park College to deliver evening addresses or to conduct workshops, should be considered as an addition to the intellectual life of the college.
- c) Visits to galleries and sites of interest may be easier at weekends.
- d) Fixture lists should be constructed so that the norm of one fixture per team per week is observed. Departures from this standard must be justified to the Deputy Headmaster and agreed by the Headmaster.
- e) Mid-week fixtures must fit easily into the school routine, avoiding pupils attending class in games kit and eating a hurried meal at lunchtime. Overall, midweek fixtures must avoid overburdening pupils and staff.
- f) Fixtures should not be agreed with other schools until and unless they have been approved by the Headmaster. Fixture proposals are to be brought to the attention of the Deputy Headmaster, who will need to discuss proposals with PPC SMT before approval is given.

Combined Cadet Force Field Expeditions

The College has a strong traditional affiliation to the CCF. Part of this tradition is a "field day" where cadets are engaged in military activities for the day.

The Duke of Edinburgh scheme has also utilised this field day in recent years. This leaves U6 pupils to have a study day in school, supervised by remaining staff, with some U6 teaching remaining possible. On the basis of tradition one field day will remain.

All other Duke of Edinburgh and CCF expeditions should take place in the time allocated weekly, at weekends or in vacations.

Internal Disruption

The traditional and necessary functioning of the College routine will cause some disruption, for example, the need to promote the School through Open Days. Parental visits, the Science Fair and participation in important events. Nonetheless, in planning the Headmaster and Deputy Headmaster will act to reduce such disruption to a necessary minimum.

Practical Advice to Registration Tutors

1. Register pupils in a consistent fashion, at the defined times and in known venues. Be there promptly. Try to do so in an area that gives easy access to information from the HsM and allows support from colleagues if problems arise.
2. If a pupil is absent from morning registration you must contact the parents by 9.00am (unless, of course, they contact you first - check with the HsM if a message has been received).
3. Teachers will check attendance at lessons and send Absence Slips or an e-mail if pupils are missing. Schoolbase also allows recording of absence from class and is an ideal method. Investigate and reply as a matter of urgency. If there is a case of "internal truancy" alert the HsM (who will then see the pupil and inform parents).
4. If a pupil is absent from afternoon registration (having been in morning registration) check with the HsM. If no valid reason can be discovered contact the parents by the end of school. E-mail enables a rapid message to be sent and parents to be consulted. If this is a case of "internal truancy" alert the HsM.
5. If you are going to be away (for example leaving early for a fixture) ensure a colleague is delegated to stand in for you in taking the register.
6. Keep the HsM informed of attendance patterns every week, alerting the HsM to any problems. Ask the HsM to reward cases of excellent attendance at the end of term. Ask the HsM to contact parents if concerns emerge. Work with the HsM and be alert to any problems, being prepared to engage with the Integrated Working Team if needs which are unclear, multiple or complex are revealed through problems of attendance.

Appendix

Self-Evaluation Table

No.	Action Required	Further Details	Evidence	Action Owner
1	Policy in full and regular use by Staff as relevant			
2	Error reporting to SLT			
3	Attendance must be consistently recorded in registers (i.e. at regular times)	Attendance registers are legal documents and must therefore be accurate		
4	If a pupil is absent from morning registration you must contact the parents by the end of the morning	Check with the HsM first in case a message has been received from the pupil's parents		
5	The school must record whether an absence is authorised or unauthorised	This equally applies to half-day absences Authorised absences are mornings or afternoons away from school for a good reason (i.e. illness or other unavoidable cause)		

		Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes keeping children off school unnecessarily, truancy, absences which have not been properly explained and children who arrive at school too late to receive a mark in the register		
6	Any unauthorised absence must be noted by a HsM, who must then report it to the DHM	Together they must track the regulatory of unauthorised absences and take action as necessary		
7	The attendance register must be given to the DHM at the end of the year for safe filing			
8	Holiday leave can only be granted by permission of the headmaster	Provided the request is made in advance in writing, leave for up to 10 days per school year may be granted, provided the pupil's attendance record is otherwise satisfactory, and they do not have exams		
9	The school has a legal duty to publish annual attendance statistics			
10	Teachers are required to check their class attendance levels, filling in an absence form for any pupils who are not in the lesson	Tutors must then investigate these absences as a matter of urgency If there is a case of 'internal truancy' then they must then alert the HsM (who		

		must then see the pupil and inform the parents)		
11	Fixtures must only be agreed with the approval of the HM	Fixture proposals should be brought to the attention of the DHM who will need to convene a session of the Calendar Committee as fixtures tend to be arranged a long time in advance		