



## ATTENDANCE, REGISTRATION AND ABSENCE POLICY AND PROCEDURE

---

### ATTENDANCE

Hazlegrove places great emphasis on pupils developing good patterns of attendance. In building a culture of good school attendance, we recognise:

- the importance of good attendance, alongside good behaviour, as a central part of our vision, values, ethos and day to day life.
- the connections between attendance and pupil welfare, including fulfilling academic potential and attainment, developing good patterns of behaviour, and supporting pupils with particular needs (such as educational needs, medical conditions, disabilities and mental health issues).
- the importance of setting and communicating high expectations for the attendance and punctuality of all pupils.
- children missing education can act as a vital warning sign to a range of wider welfare and safeguarding issues.

Whilst attendance is a whole school issue, the Board of Governors has appointed the Deputy Head as the Senior Attendance Champion, who will have overall responsibility for promoting good attendance at school. This includes regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it and reviewing historic and emerging patterns across the School. The Deputy Head is Matthew Bartlett, and he can be contacted via the Hazlegrove School Office. Details of other school staff who may be contacted concerning attendance are included at the end of this policy.

The School has high expectations of pupils as to their attendance and pupils are made aware of these, including that:

- they are expected to be present in-person for the duration of each school day.
- they are expected to punctually arrive on time and attend all timetabled lessons and activities.

- they should not leave a lesson or the school site without permission or otherwise in accordance with school rules.
- any unexplained absence will be followed up.
- persistent lateness or non-attendance will result in action being taken by the School.
- if pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff.

Furthermore, it is a condition of the contract between the School and parents that they will ensure that pupils attend each school day punctually. If pupils miss a school day, lesson, or other commitment without a valid reason, then they can expect disciplinary action to be taken against them. If parents remove pupils from school for a reason which Hazlegrove deems not to be legitimate (e.g. a holiday) then the Head or Section Head would typically write to those parents and remind them that this would be recorded as an unauthorised absence.

The School must provide the Local Authority with names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

#### **Children Absent/and or from Education Children Missing in Education are:**

‘Children who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.’ (DfE Children Missing in Education 2016)

#### **Children Absent from Education**

Often children can be persistently absent from school or have prolonged absences. Of course, there may be a satisfactory reason for their absence, most often medical, for why this is needed, for example, the child is having operations/treatments.

However, on other occasions, the child is frequently absent but there does not appear to be a satisfactory reason. This is different from a child being a ‘child missing in education’ (as described above) but it is still a concern.

As stated above, it is mandatory that children of a compulsory age attend school, but of most importance, frequent absences impact on a child’s development across all domains, not purely cognitive.

If a child’s absence continues despite interventions to identify and address the underlying cause with both the child and parents, then consideration may be given to seeking advice from the local authority to support the family.

Where pupils are regularly or persistently absent for reasons of mental or physical ill health, special educational needs and/or disabilities, the approach of the School is typically to work closely with the family to firstly understand the precise reasons for absence and the likely timescales involved, to work on a plan for returning to school or increasing attendance, and then to carefully monitor that attendance over time. Where there are particularly intractable issues of absence over a period of time, contact would usually be made with the Education Engagement Service (EES) at Somerset Council.

The School will inform the local authority where pupils are likely to miss more than 15 days, and work with the family to provide educational provision whilst determining with the local authority whether alternative provision should be provided under section 19 of the Education Act 1996, as outlined in statutory guidance.

More information is available in [DfE guidance Working together to improve school attendance](#), DfE's [Summary of responsibilities where a mental health issue is affecting attendance](#), and [Summary table of responsibilities for school attendance](#).

## REGISTRATION

Registration is required by law at the beginning of each morning session and at the beginning of the first afternoon session. At the Prep School, the process of registration is combined with Registration in the morning and during Reading Period after lunch in the afternoon. This allows tutors and form teachers to spend time with their pupils and can be useful for giving out information.

- Morning registration periods run between 8.30am and 8.45am in nominated classrooms in the Pre-Prep and Prep.
- Afternoon registration takes place between 1.50 and 2.05pm during Reading Period in the Prep (between 12.10pm and 12.25pm on Wednesdays during Tutor Time) and between 1.30pm and 1.45pm in the Pre-Prep.
- Registration must be supervised by a member of staff; tutors are expected to attend each registration and should make appropriate cover arrangements if they are unable to be there. Reading Period cover is arranged by the Deputy Head for tutors' half days.
- Registration is electronic and is done using the School's information management system, ISAMS. Office staff are responsible for producing the report of absences (using ISAMS). This will contain both explained and unauthorized absences. Office staff are also responsible for contacting parents to ascertain the reason for absence where possible.
- Pupils arriving late to school (after 8.30am) should report to reception to sign in. Any pupil absent from registration for any reason but who is on site must register with their form tutor first.
- Following statutory guidance, pupils registering between the official registration period will be marked as late (L). Pupils registering after the official registration period will be recorded as unauthorised late (U).
- Each morning, office staff make every effort to follow up pupils whose absence is unexplained: they contact subject teachers to see if a pupil may actually be in lessons; they make phone calls to follow up unexplained absences with families or guardians which is then followed up with an email if required. They then liaise with the relevant section heads

regarding any as yet unexplained absences by 11am, copying this information to tutors. The Section Heads are responsible for chasing up these unexplained absences as a priority.

- During registration periods form tutors must see that all pupils are ready for the day ahead and that they are correctly presented and dressed in Hazlegrove uniform.
- Staff who are organising trips, activities and fixtures which take pupils out of their normal timetabled lessons are encouraged to use the 'out of school' function on ISAMS, which means that class teachers can see that a pupil has an authorised absence and should not expect them to be in their lesson. They can also inform the office who will do this. This feature is also used by tutors and Heads of Section where the Prep School has been notified of illness or a medical appointment.

### Attendance register symbols and commentary for Hazlegrove ISAMS registration

See [DfE guidance Working together to improve school attendance](#) for more information.

### Absence and Attendance Codes

*Detailed guidance on the codes is available in Chapter 8 of DfE guidance Working together to improve school attendance which should be consulted in case of uncertainty.*

Reason	Code	Status
Present (morning)	/	Attendance
Present (afternoon)	\	Attendance
No Reason Yet Provided For Absence	N	Unauthorised Absence
Late (Before Registers Closed)	L	Attendance
Late (After Registers Closed)	U	Unauthorised Absence
Medical / Dental Appointments	M	Authorised Absence
Illness	I	Authorised Absence
Unauthorised Absence	O	Unauthorised Absence
Educated Off Site (arranged by Local Authority)	K	Attendance (attending an approved educational activity)
Study Leave	S	Authorised Absence

Educational Visit or Trip	V	Attendance (attending an approved educational activity)
Approved Sporting Activity	P	Attendance (attending an approved educational activity)
Religious Observance	R	Authorised Absence
Reason	Code	Status
Family Holiday (NOT Agreed)	G	Unauthorised Absence
Suspended or Excluded	E	Authorised Absence
Work Experience	W	Attendance (attending an approved educational activity)
Lack of Access Arrangements	Q	Not a possible attendance
Employment/Educational Interview	J1	Authorised Absence
Educated Off Site (Other)	B	Attendance (attending an approved educational activity)
Non-Compulsory School Age Absence	X	Not a possible attendance
Mobile Child (Traveller Absence)	T	Authorised Absence
Dual Registration	D	Not a possible attendance
Absent with leave (exceptional circumstances)	C	Authorised absence
Regulated Performance / Regulated Employment Abroad	C1	Authorised Absence
Temporary Reduced Timetable	C2	Authorised Absence
Normal Transport Unavailable	Y1	Not a possible attendance
Widespread Travel Disruption	Y2	Not a possible attendance

Part of School out of Use	Y3	Not a possible attendance
Session Cancelled – School Closed	Y4	Not a possible attendance
Subject to Sentence of Detention	Y5	Not a possible attendance
Infection or Disease	Y6	Not a possible attendance
Other Unavoidable Cause	Y7	Not a possible attendance
Enforced Closure	Y	Unauthorised Absence
Family Holiday (Agreed)	H	Authorised Absence
Pupil Not Yet On Roll	Z	Authorised Absence
School Closed To Pupils	#	Authorised Absence
Unknown	-	Unauthorised Absence
Other	-	Authorised Absence

### General notes

- The master copy of the electronic register (ISAMS) is kept centrally (and administered by office staff).
- All master copies of registers are held centrally for 6 years.
- An electronic back-up copy of the register is made at least once a month by the School Administrator.
- Office staff have an 'off-site' diary, and any future absences/appointments are written in here. They also input these future absences into ISAMS via the 'out of school' procedure.
- If pupils are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of pupils on trips or matches should always be with office staff.
- School holidays should be clearly marked.
- Heads of Section and tutors are asked to review overall attendance rates weekly and to follow up possible issues with attendance and to be aware of any potential school refusal or safeguarding concerns which may be affecting a pupil's attendance. Issues are flagged to the FDSL via My Concern to monitor the possibility of a child missing education or child absent from education.

### Process for requesting leave of absence and informing the School of the reason for an unexpected absence

To request leave in advance, parents/guardians should write to their child's Head of Section.

It is not normal procedure to sanction absence for holidays in term time. If parents remove their child without the permission of the School, this absence is unauthorised and the pupil's place in the School may not be secure. Parents wishing to take their children out of school to depart early for holidays or return to school late afterwards, should write to their child's Head of Section requesting permission to do so. For longer periods of absence parents should write to the Head to request permission.

### **Responsibilities of Tutors and Form Teachers**

- To complete the registers (or oversee their completion) as early as is possible in each registration session.
- To check email messages or notes from pupils and amend the register as soon as possible to reduce wasted time by reception staff making unnecessary calls.
- To keep up to date telephone contact information in ISAMS by passing any changes to the School Administrator as soon as possible.
- To confirm reasons for absence rates over 10% based on the weekly analysis of absence data.

### **Responsibilities for Heads of Section**

- To respond to emails from parents regarding requests for Leave of Absence.
- To raise concerns over pupil attendance with Deputy Head in weekly Pastoral Leadership Team Meetings

### **Responsibilities for Office staff**

- Produce and post the list of absentees for each session.
- To contact parents of pupils whose absence is not authorised and to amend ISAMS accordingly.
- Record late pupils on ISAMS using the recommended codes.
- Take fire registers to the Front Lawn in the event of a Fire Alarm sounding.

### **Responsibilities of the Deputy Head**

In line with Government guidance, the Deputy Head is the designated senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed. The Deputy Head sits on the School's SLT and as the School's 'Senior Attendance Champion' is tasked to:

- Set a clear vision for improving and maintaining good attendance;
- Establish and maintain effective systems for tackling absence, making sure they are followed by all staff;
- Ensure school staff complete their attendance responsibilities in line with the School's policies and procedures;

- Have a strong grasp of absence data to focus the collective efforts of the School; and
- Regularly monitor and evaluate progress, including the efficacy of the School's strategies and processes.

In addition, the Deputy Head will:

- Liaise with the Heads of Section regarding levels of absence and necessary follow-up action; if a pupil's attendance drops below 90%, consideration as to next steps will be made, taking into account possible safeguarding implications, as well as the pastoral, parental and disciplinary possibilities, and the School's Designated Safeguarding Lead will be notified. The Deputy Head and Heads of Section receive a summary of the pupils' attendance at the start of each week.
- Inform the Local Authority of pupils leaving the school roll, in accordance with the government guidance on the regulations which can be found [here](#). In particular, the Deputy Head should ensure that a pupil is not deleted from the school roll until the School and Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts.
- Liaise with Head of Admissions wherever there are attendance concerns relating to overseas pupils whose visas are sponsored by the School, for consideration of sponsor reporting responsibilities to UKVI.

*Should any parent or pupil have any queries about attendance they should contact their child's tutor in the first instance, escalating to their Head of Section or the Deputy Head as appropriate.*

### ***Publication of this policy***

With a view to this policy being easily accessible to leaders, staff, pupils, and parents, we publish this on the School's website, draw it to the attention of parents prior to pupils joining the School and remind parents of the importance of good attendance at the beginning of each school year.

### ***Contact details:***

Hazlegrove School Office – [office@hazlegrove.co.uk](mailto:office@hazlegrove.co.uk) - 01963 440314

Senior Attendance Champion – Matt Bartlett – [mb@hazlegrove.co.uk](mailto:mb@hazlegrove.co.uk) - 01963 442625

### ***Heads of Section:***

Upper School – Katie Cobb – [kc@hazlegrove.co.uk](mailto:kc@hazlegrove.co.uk)

Middle School – David Jenkins – [dj@hazlegrove.co.uk](mailto:dj@hazlegrove.co.uk)

Lower School – Emma Bartlett – [eb@hazlegrove.co.uk](mailto:eb@hazlegrove.co.uk)

Years 1 & 2 – Sarah Jenkins – [sj@hazlegrove.co.uk](mailto:sj@hazlegrove.co.uk)

Reception – Naomi Sheldon – [NSheldon@hazlegrove.co.uk](mailto:NSheldon@hazlegrove.co.uk)

Nursery – Laura Field – [LField@hazlegrove.co.uk](mailto:LField@hazlegrove.co.uk)

### ***Head:***

Head – Ed Benbow – [headsec@hazlegrove.co.uk](mailto:headsec@hazlegrove.co.uk)