

WARWICK PREPARATORY SCHOOL



Attendance and Registration Policy and Procedures

Last Review:	Autumn Term 2018
Next Review:	Autumn Term 2019
Responsible:	Head of Prep / Pre Prep

I. INTRODUCTION

Warwick Preparatory School is committed to providing a full and efficient education to all pupils. We believe that for pupils to reach their full educational potential a high level of school attendance is essential. We consistently strive for full attendance for all pupils, by following up all pupil absence on an individual basis. We understand that school attendance is subject to various Education Laws and this Policy outlines the procedures that have been put in place to ensure methods for recording attendance comply with relevant legislation.

For the purpose of this Policy, Warwick Preparatory School will be known as 'The School' hence with. This policy applies to the whole school including the Early Years Foundation Stage (EYFS).

2. STATEMENT OF ETHOS AND AIMS

Statement of Ethos: Warwick Prep

We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do.

In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.

We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.

In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

Statement of Religious Ethos

Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

AIMS

Scholarship

To foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.

Environment

To provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.

Community

To foster a vibrant school community, built on trust and respect, and instil a sense of social responsibility.

Character

To develop resilience and confidence, and to inculcate integrity.

Opportunity

To provide a rich and stimulating school experience, where our pupils can explore and develop their interests, gifts and talents, and discover new ones.

3. POLICY AIM

The aims of this policy are:

- To outline the registration procedures across the school.
- To outline the school's procedure for following up non-attendance and lateness.
- To promote regular and punctual attendance and to discourage parents from taking their child out of school during term time.
- To improve the quality of communication between home and school.
- To identify clear parameters which aid clarity of interpretation and allow consistent administration of the Policy.

4. DAILY REGISTRATION

Standard Procedure

Warwick Preparatory School aims to ensure that all records of pupils in attendance on any particular day are accurate and that absence is followed up with the minimum of delay. The Head has delegated the role of attendance and registration to the Administration Assistant for Pupil Welfare. In her absence, another member of the School Office team will take on this role.

The register is recorded electronically twice daily (morning and afternoon sessions) by Form Teachers.

The School's Management Information System enables the Form Teachers to select a button indicating whether children are 'present' or 'absent'. A drop down menu is also available for Staff to record reasons for the absence. **See Appendix 1.** Unknown absences are recorded using an 'N' which means 'No reason yet known'. This will be updated by the Administration Assistant for Pupil Welfare. at a later time with the appropriate code, once the reason has been established.

The Administration Assistant for Pupil Welfare will acknowledge any telephone calls and e-mail messages that have been received and act upon them accordingly. Each Form has a plastic communications wallet that is used to relay any messages/notes to the Administration Assistant for Pupil Welfare from parents, given directly to the Form Teacher. The Administration Assistant for Pupil Welfare will also check information sent by members of staff taking pupils out for lessons or activities before school. Any queries about whereabouts are resolved at this point by the Administration Assistant for Pupil Welfare and the Form Register is updated accordingly. Pupils arriving after the end of morning registration (8.50am) when the register has been taken will receive a late mark (L) which is created by the teacher selecting the 'yellow late button'. This is updated by the Administration Assistant for Pupil Welfare.

It is the Administration Assistant for Pupil Welfare's responsibility to ensure that all pupils are accounted for following the morning registration period. In order for this to take place, between the hours of 9am and 10am the front desk is to be covered by another member of the office team. These checks are completed by 10.00am. A daily 'Absence Summary Report' is produced and is placed in the Staff Room and in the Pupil Absence Folder. Copies are sent to the:

- School Nurse in order that she may monitor illness
- Music Department so that they are aware of lesson changes

- SENCO so that they are aware of lesson changes
- School counsellor (Thursdays only) so she may alter the timetable to suit
- Fire Tray

Clear processes are adhered to in order to ensure that each and every pupil is accounted for as far as is practically possible.

Afternoon registration is carried out at 1.10pm in the Pre-Prep department and at 1.40pm in the Prep department. After the register has been taken any queries about a pupil's whereabouts are again resolved at this point by the Administration Assistant for Pupil Welfare and the Form Register is updated accordingly.

In the event of an isolated system malfunction, the Form Teacher will ring the Administration Assistant for Pupil Welfare to confirm who is absent so that the Administration Assistant for Pupil Welfare can complete the electronic register. In the event of a complete system malfunction the Form Teachers are to complete a paper based register (of which they should have a supply) and send it to the Administration Assistant for Pupil Welfare.

Information held within the Management Information System is backed up daily along with a weekly external back up procedure.

Absence at Morning/Afternoon Registration due to an on-site activity

If a pupil is taking part in an activity or lesson during the Registration period (8.50am), the person in charge of the activity or lesson must inform the office of the names of all pupils who are present **before** the activity commences, so that the Administration Assistant for Pupil Welfare can update the register.

In the case of individual pupils (e.g. learning support lesson) this can be done by telephoning the School Office.

In the case of swimming before school a register is taken at Warwick School Swimming pool by a member of Staff. All morning swimmers enter the school via the main school office and a member of Staff goes through the register with a member of the office team. The children's attendance is then established.

In the case of swimming after school, before children leave the school site a member of Staff gives a copy of the register to the office team. Once children have finished the activity they are collected from the pool and any children still awaiting pickup are walked back to school via a member of Staff to the After School Team.

Pupils who are not physically in attendance at the Form Registration period because of such an activity, should be marked with an 'N' to be updated as appropriate by the Administration Assistant for Pupil Welfare. Under no circumstances should any pupil be marked as present because other pupils have seen them in school.

The same rules are applied to afternoon registrations. Pupils who are off-site on a match, are marked absent with an appropriate off site games activity code (P). **See Appendix I.** A list of match pupils is

always given to the School Office, in line with school procedures. The Administration Assistant for Pupil Welfare is therefore able to complete the register and investigate any unexplained issues.

5. WHEN A CHILD'S WHEREABOUTS IS UNKNOWN

If, having received the registers and other details from the Form Teacher, the Administration Assistant for Pupil Welfare is unable to establish the whereabouts of a pupil, she should carry out checks to verify whether or not the pupil is in school, including checking where the pupil should be according to the timetable, music lessons, learning support, matches, School Nurse, counselling sessions or other activities taking place in school at the time in question.

If it is established that the pupil is not in school and there is no known reason as to why, the Administration Assistant for Pupil Welfare should telephone the parents/guardians listed on the Management Information System to check whether the pupil is with them. Following this, the Administration Assistant for Pupil Welfare will then email/text the pupil's parents/guardians in an attempt to make contact. If they are not contactable, the Administration Assistant for Pupil Welfare will then call the third party emergency contact number. The Administration Assistant for Pupil Welfare leaves contact messages on all numbers called. If contact has not been made by 10.30am, the Administration Assistant for Pupil Welfare will then update the Head of Pre-Pre or Prep regarding the absence. If contact has not been made by 11.00am, then the Head of Pre-Prep will inform the Head and they will decide what actions are to be taken based upon relevant pupil background information and circumstances.

In the unlikely event that the parent/guardian confirms that the child should be in school, the 'Missing Child' procedures are followed from this point as set out in the Warwick Preparatory Missing Child & Uncollected Child Policy, with particular care and attention being given to keeping the parents informed as to what is going on.

6. ABSENCE

Regular attendance and punctuality is essential. Any pupil absent from school at the time of registration must have his/her absence recorded as being unauthorised or authorised, they must not be left unregistered.

The School undertakes to follow up any unexplained absence as quickly as possible and relies on the co-operation of parents to achieve this. The 'Parent Handbook' clearly outlines procedures that should be followed in the event of a pupil not attending a session at school.

Parents are asked not to send their child to school if the child feels unwell in the morning. If a pupil falls ill or has an accident while at school, the school will make arrangements for the parents (or designated emergency contact) to be informed and where possible, take the child home. It is the responsibility of the School Nurse to meet the parent(s) on arrival to collect their child; explain the reason why their child is being sent home; complete any paperwork; ensure that the child is signed out in the pupil absence folder and inform the Form Teacher that the pupil has been sent home.

Authorised absence

An absence will be classified as authorised when a pupil is absent from school for a legitimate reason and the school has received notification from a parent/guardian, which has been authorised by the Head.

Unauthorised absence

An absence will be classified as unauthorised when a pupil is away from school without the permission of the school, or if a pupil is away from school without good reason, even if the parent/guardian supports this reason. This registration mark will be amended once the reason for the absence is known.

In the event of pupil absence, all Form Teachers have a duty to keep any letters that may have been sent home, so that all information can be passed to the absent pupil, on his/her return to school. If the information is deemed important, then it should be sent to the School Office to be posted to the home address of the pupil.

Repeated unauthorised absence

The school will contact the parent/guardian of any child who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parents/guardians will be contacted by the Head of Pre-Prep or Prep. If the situation does not improve then the matter is referred to the Head.

Long-term absence

It is inevitable that on some occasions, pupils may have an illness which means they will be away from school for more than a few days. Under these circumstances, the School will do all it can to send school work home, in the hope that the pupil will not fall too far behind.

7. LATENESS

Pupils who arrive at school after registration (8.40am) will be marked as late (L), using the 'yellow late button. These pupils will already be known to the Administration Assistant for Pupil Welfare as they will enter the school via the main reception doors. Parents are to sign in their child at the main desk. It is the responsibility of the Administration Assistant for Pupil Welfare to update the registers.

The Head of Pre-Prep and Prep monitor 'lateness' on a monthly basis. This information is shared with the Head on a monthly basis, with SLT on a termly basis and with Governors annually.

Parents, who persistently drop their child at school late, will be contacted to discuss the matter. If no improvement is seen the parents/guardians will receive a letter from the Head asking for their support and co-operation in getting their child to school on time. If, after a letter, there is no improvement, the Head will arrange to see the parents of the child concerned.

8. LEAVE OF ABSENCE REQUESTS/HOLIDAY DURING TERM TIME

Leave of absence shall only be granted by the Head, or in her absence, the Deputy Head.

Requests for children to be absent from school should be made with a minimum of five days' notice, by completing a 'Request for Leave of Absence' form. The form is available from the School Office or can be downloaded from the Parents' Secure Area of the school website. Upon receipt of the request, the Head will request an absence report from the Administration Assistant for Pupil Welfare to aid in her decision making process. In the case of medical appointments during term time, an email can be sent to parents@warwickprep.com.

Holidays during term time will not be authorised unless there are exceptional circumstances that have been discussed with the Head. **See Appendix 2 – Impact of Absence / Missed Hours of Learning.**

It is not our normal practice to set work when children are away in term time.

9. LEAVING THE SCHOOL SITE

Under no circumstances is any pupil allowed to leave the school premises alone during the school day. Pupils who need to leave the site to attend medical or other appointments, should report to the School Office and await collection by a parent/guardian. In Pre-Prep, the School Office will telephone the Form Teacher of the class to let them know that the child's parent/guardian have arrived to collect them. The pupil is then accompanied by a member of staff to the School Office. Pupils will only receive an absence mark in the register if they are still absent at the time of afternoon registration (or if they arrive later in the day and missed morning registration). The School Office monitor all pupils who arrive and leave the site through the main reception doors, they are recorded in the Pupil Absence folder. This ensures that the whereabouts of all pupils is known.

The school keeps a list of agreed dismissal arrangements which are provided by parents and agreed by members of SLT. The document is circulated to staff upon the addition of every amendment made.

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10. INCLEMENT WEATHER

Every effort will be made to keep the School open during inclement weather (including snow). Children are therefore encouraged to attend, if travel to or from the School is not deemed by parents, to be too dangerous. If weather conditions deteriorate during the school day, parents may choose to collect their child earlier than normal. Parents experiencing difficulties in reaching the school to collect their child are asked to call the School to advise us of their position. See the 'Snow Procedure' arrangements in Health & Safety electronic folder.

11. PRESERVATION OF REGISTERS

The information held within the Information Management System is backed up daily along with a weekly external back up procedure.

Every Attendance register within the school will be kept for a period of 3 years after the date on which the entry was made. (i.e. for attendance registers a minimum of 3 school years after completion of the summer term.) As specified by ISI regulations – September 2018.

12. INSPECTION OF REGISTERS

The Attendance Registers will be available for inspection by either LA or independent educational bodies, as requested. The Head of Pre Prep / Prep will inspect attendance reports every month and keep a paper copy on file as specified by ISI regulations – September 2018

13. MONITORING & REVIEW

This Policy is monitored by the Governing Body and will be reviewed every year or earlier, if deemed appropriate.

Responsible: Head of Prep / Head of Pre-Prep

Reviewed: Autumn Term 2018

Next Review: Autumn Term 2019

Appendix I

School Registration Codes

No Reason Yet Provided for Absence [N]
Illness [I]
Medical / Dental Appointments [M]
Nursery not booked in to attend [Q]
Educational Visit or Trip [V]
Approved Sporting Activity [P]
Other Authorised Circumstances [C]
Family Holiday (Agreed) [H]
Late [L] (isams colours this session in yellow)
Unauthorised Absence [O]
Educated Off Site [B]
Family Holiday (NOT Agreed) [G]
Extended Family Holiday (Agreed) [F]
Enforced Closure [Y]
School Closed To Pupils [#]
Religious Observance [R]
Excluded [E]
Late (Afters Registers Closed) [U]

*Please note that School Registration code Q can also be used for Reception during their staggered start in the Autumn Term.

See Appendix 2

Impact of Absence / Missed Hours of Learning.

It is the expectation of our school that all children will achieve at least 96% attendance. There are a variety of reasons for children missing school. Some reasons are unavoidable, but we would ask that you support us in ensuring that your child's attendance meets both the school and government expectations.

Any problems with regular attendance, especially concerns about possible friendship issues or difficulties with learning are best managed by the school, the parents and the children at an early stage.

We will closely monitor your child's attendance and alert you if we feel there is an issue.

Category	Attendance	The number of days absent	Learning hours lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Cause for concern	95% below	9.5	47.5
Unsatisfactory	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125