

# Attendance Policy

Attendance Policy for both the Junior School and Senior School

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## ATTENDANCE POLICY

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## 1. INTRODUCTION

The following Policy indicates how we discharge our obligation under Paragraph 15 of the Independent School Standards Regulations to main an attendance register in accordance with the *Education (Pupil Registration) (England) Regulations 2006*.

All children of compulsory school age should be at school, on time, every day the School is open unless the reason for the absence is unavoidable.

Any problems that arise with attendance are best resolved by the School, the parents and the child. A parent who permits absence from School without a good reason is committing an offence.

The attendance policy is designed to secure attendance and to detail the procedures that should be followed when issues arise. It is also designed to promote and safeguard the welfare of pupils. The School has a duty in law to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for 10 or more consecutive school days.

The School is required to take an attendance register twice a day and this shows whether a pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil is absent, every half-day absence is classified by the School as authorised or unauthorised. Only Schools can authorise absence, not parents. Authorised absences are mornings or afternoons away from school for good reason such as illness, funerals or other unavoidable causes. Unauthorised absences are those which the School does not consider reasonable and for which no "leave" has been given such as truancy, parents keeping children off school unnecessarily, unauthorised holidays, unexplained absences and very late arrival.

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. If difficulties cannot be sorted out in this way, the School or the parent may refer the child to the Education Welfare Officer from the County Council. Failure by parents to keep their child at school regularly may result in a Penalty Notice being issued or use of court proceedings to prosecute parents. In this case, an Education Supervision Order may be served and a maximum penalty fine of £2500 imposed.

As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so they can receive letters, notices, information and messages.

This policy is to be read in conjunction with:

*Behaviour Policy*

*Boarding Handbook*

*Boarding Policy*

*Code of Conduct and School Rules*

*Fire Alarm and Emergency Evacuation Procedure*

*Missing Child Procedure- Day Pupils*

*Missing Child Procedure- Boarding Pupils*

This Policy applies to all pupils at Freeman's, including boarders, although details regarding attendance in the Boarding House are covered in our *Boarding Policy* and *Boarding Handbook*.

## 2. REGISTRATION

### Morning Registration

All pupils should be present in their Form rooms by 8.35am at the latest, which is when the late bell sounds and the Register is taken. Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.

The Form Tutor will call the register and complete the electronic form. The register must always be completed by a member of the teaching staff and each pupil must be seen by that member of staff before being marked as present.

### Afternoon registration

KS2 pupils are registered at 2.00pm in Form Rooms, which is when the late bell sounds. All other pupils are registered in their Period 5 lessons at 2.05pm, which is when the late bell sounds. A bell sounds at 2.15pm as a final reminder to teachers to complete the Period 5 Register.

Any Sixth-Former who has no timetabled lesson Period 5 but who is going to remain on site signs the paper register that is kept in the Main House Octagon. This must be done 2.00-2.10pm, after which the registers will be collected by the Senior School Receptionist and the entries made into the online Attendance Register (marked as \ for Present)<sup>1</sup>. Any pupil who fails to do this receives a Warning. The Head of Sixth Form monitors signing-in periodically to ensure that pupils are doing so properly.

Any Sixth-Former who is free Period 5 because his/her teacher is absent registers at Senior Reception at 2.00pm. The absent teacher or relevant Head of Department is responsible for reminding pupils to do this.

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<sup>1</sup> all L6 pupils free Period 5 are allocated to Will How

Any U6 pupil who has no lessons Periods 5 and 6 registers at Senior Reception at 1.00pm<sup>2</sup> (marked **X** for Not required to be in school) and then immediately leaves site.

## **Lateness procedure**

If a pupil arrives at school at any time after 8.40am, he/she must report as follows

- Pupils in Forms 1 - L4 to the Junior School Office.
- Pupils in Forms U4-U6 to the Haywood Centre Reception

Each pupil must record his/her name, time and reason for his/her lateness in the Late Book. Deliberately making a false entry is a disciplinary issue that will be met with a sanction. Pupils in U3-U6 who fail to sign the Late Book usually receive a Warning.

Pupils who are late to Registration without good excuse receive a Punctuality Warning (U3-U5) or Sixth Form Warning (Sixth Form). Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.

## **On-site activities that take place during Registration**

Staff in charge of organised activities which take place during registration time (e.g. choir practices) must either register those pupils on SchoolBase by 8.30 a.m. at the latest or mark a paper register and send it to the Junior or Senior Receptionists, who will amend the registers accordingly.

## **3. NOTIFICATION OF UNPLANNED ABSENCE**

If a pupil is unable to attend School because of illness or an emergency, a parent or guardian must telephone the School or submit a Report My Child Absent form on the Parent Portal by 8.15am. Parents reporting any COVID-related absence must do so using the correct COVID absence form on the Parent Portal.

## **4. PERMISSION FOR PLANNED ABSENCE**

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<sup>2</sup> all U6 pupils free Period 5 are allocated to Karen Shelton on SchoolBase

Permission for planned absence such as funerals and medical or dental appointments must be sought in advance through the Parent Portal, giving at least 1 day's notice. These requests are processed by the Receptionists.

The Headmaster has the discretion to grant authorised leave of absence for other reasons besides those mentioned above, such as weddings or other special family occasions. Each application will be considered individually taking into account factors such as the timing of the absence and the pupil's attendance. An application for authorised leave must be made at least two weeks in advance to the pupil's Head of Section using the [relevant](#) form on the Parent Portal. Applications for holidays during term time will generally not be authorised. The Form Tutor is notified of the Headmaster's / Head of Section's response to these requests.

If permission for an absence is denied or is not requested, the absence is counted as unauthorised and is recorded as such.

## 5. MISSING PUPILS

At 8.40am and 2.10pm (i.e. immediately after Registration), the Receptionists identify any pupils on the Registers marked with a **N** or no entry at all. Such pupils are assumed by default to be missing pupils, thus triggering the *Missing Child Procedure*.

At the beginning of each lesson, teaching staff check for the absence of any pupil. If there is any concern that the pupil may be absent without explanation, the Senior / Junior School Receptionists are contacted immediately.

## 6. FREQUENT / EXTENDED ABSENCE

Frequent absence- referred to as "pupils missing education" (PME)- is always educationally significant and is a potential safeguarding concern. The Head of Year is informed by the Form Tutor if any pupil is frequently absent or late, or absent for a period of longer than one week. New staff are appraised of this duty as part of their Safeguarding Induction Training. Medical Certificates, obtained from NHS practitioners, may be required in these circumstances.

In order to help pastoral staff to monitor absence, Absence Reports are created twice daily from SchoolBase for the am & pm sessions. These are e-mailed to all staff daily for ease of reference.

Where necessary, the School discharges its duty in law to notify the local authority when a pupil is absent without leave for 10 or more consecutive school days.

The School also has a duty to report instances of pupils failing to attend school regularly. In respect of this duty, and in line with guidance from Surrey County Council, pupil attendance is reviewed at the end of every half-term. Any pupil whose attendance has dropped to 90% or below is analysed and discussed. If we are concerned in any way about the pattern of absence, Surrey County Council Education Welfare Service is notified and parents made aware of this. In such circumstances, we look to work in partnership with parents to improve their son/daughter's school attendance.

## 7. LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

Junior School pupils in F1-L3 who need to leave during the school day are collected from Junior School Reception by a parent and are not allowed to leave unaccompanied U3-L4 pupils can, once the Receptionist is satisfied that the School has been duly informed by a parent, sign out at the Junior School Office and then wait at the 'bus stop' adjacent to St. Giles' churchyard. Any Junior School pupil returning during the school day may be dropped off by his/her parent(s) at the 'bus stop'.

A Senior School pupil (U4-U6) who needs to leave school during the day must sign out at Senior Reception and will not be allowed to leave until the Receptionist is satisfied that a parent has asked permission.

When a pupil returns from any off-site appointment, he/she must sign back in so that the fire registers are accurate. Failure to do so generally leads to a Warning being issued.

A pupil who is ill is not permitted just to sign out and go home. He/she must first visit the Medical Centre.

The Sixth Form must follow the same procedures as Upper School pupils with the following exceptions:

- Junior School Form Prefects may sign in in the morning on the sheet located in the Haywood Centre Reception.
- Between 1.00pm and 2.00pm, the Sixth Form are allowed to walk to Ashted village provided that, as they leave, they sign out and sign back in upon return.
- After 3.00pm Sixth Form students may sign out at Reception if they are leaving the premises to work at home.

Pupils who leave the school site without following these procedures will receive a sanction.

## 8. REGISTERING PUPILS WHO ARE IN THE MEDICAL CENTRE

If a pupil is in the Medical Centre and unable to attend Registration, Medical Centre staff 'phone through to the relevant Reception so that he/she can be registered with a / or \ for Present.

If a pupil is too ill to remain in school, the Medical Centre asks the parent or guardian of the pupil to collect him/her and informs Junior or Senior Reception so that fire registers can be amended. If the pupil is collected before Afternoon Registration and it is known that he/she will not be returning to school later that day, the Medical Centre marks him/her as I for Illness for the afternoon session using the Period 5 Register (U3-U6) or PM Register (F1-L3).

## 9. MUSIC LESSONS

Any pupil attending an instrumental music lesson during Registration is registered by his/her peripatetic music teacher at 8.30am or 2pm (i.e. just before Form Tutors register their Forms, so as to avoid over-writing errors). Pupils should be registered using AM/PM Registration rather than the Period 5A option.

It is the School's policy to allow pupils to leave lessons to attend timetabled instrumental lessons. Although lessons are timetabled on a rotating system, if a teacher only attends school for half a day, the pupil may miss a particular lesson with some regularity. If the frequency of a pupil missing a particular lesson is giving concern or if there are any other problems the subject teacher should consult the Director of Music to consider alternatives. The Form Tutor should also be informed. In any case, pupils are never blamed or prevented from attending an instrumental lesson.

As a matter of courtesy, pupils should request permission at the start of a lesson, to leave a lesson at a particular time to attend instrumental music tuition. In addition, Junior School pupils must sign out/in at JS Reception before/after their music lesson. Pupils are expected to copy up missed work and complete homework. Subject staff planning tests and practical coursework should advise instrumental pupils well in advance so there is time for a change to be made in the schedule of music lessons.



## 10. REGISTERING PUPILS AT GAMES FIXTURES

Pupils participating in an off-site games fixture or other off-site sporting activity organised by the School during Registration are marked with a **P**. Doing so is the responsibility of the member of staff in charge of the fixture / activity. Registers should, wherever possible, be filled in the day before and then tweaked on the day before 8.35am / 2pm to reflect any absentees or late joiners (i.e. before Form Tutors register their Forms, so as to avoid over-writing errors). If the member of staff in charge is unable to access SchoolBase to do this, he/she rings the Sports Administrator to enlist her help (or Senior Reception in her absence).

Only in exceptional circumstances are school matches arranged during school hours which disrupt academic lessons. These are listed in the Calendar. A list of pupils missing lessons is e-mailed well before the day and those pupils should be given as much warning as possible in order to have sufficient time to explain to subject staff their absence from academic lessons. It is the pupil's responsibility to copy up missed work as soon as possible and complete homework. The Director of Sport and Form Tutor are told of any cases where this is not done.

## 11. REGISTERING PUPILS FOR OFF-SITE DRAMA AND MUSIC ACTIVITIES

Pupils participating in an off-site drama or music activity during Registration (or due to depart on one immediately after being registered) are marked with a **P**. Doing so is ultimately the responsibility of the activity leader. Registers are, wherever possible, filled in a day or two before by the Senior School Receptionist using a list provided by the Senior School Secretary. This provisional register is confirmed or amended by the activity leader before 8.35am / 2pm on the day by 'phoning / e-mailing the Senior School Receptionist, who then updates SchoolBase accordingly. Form Tutors registering a Form in a classroom never presume that a pupil who is absent is present at such an activity. Therefore, **N** is entered rather than **P**.

## 12. REGISTERING PUPILS FOR OFF-SITE ENRICHMENT ACTIVITIES

Pupils departing for an off-site Enrichment trip (either at the beginning of period 5 or during lunchtime) are marked with a **\$**. Doing so is the responsibility of the person leading the Enrichment activity.

## 13. REGISTERING PUPILS ON SCHOOL TRIPS

Pupils on a school trip during Registration (or due to depart on one immediately after being registered) are marked with a **V** for visit. Doing so is ultimately the responsibility of the Trip Leader. Registers are, wherever possible, filled in a day or two before by the Senior School Receptionist using a list provided by the Senior School Administrator. This provisional register is confirmed or amended by the Trip Leader before 8.35am / 2pm on the day by 'phoning / e-mailing the Senior School Receptionist, who then updates SchoolBase accordingly. Form Tutors registering a Form in a classroom never presume that a pupil who is absent is on a trip. Therefore, **N** is entered rather than **V**.

## 14. FIRE

Registers taken on the day are a crucial element in accounting for all pupils in the event of a fire or fire drill. Details can be found in the *Fire Alarm and Emergency Evacuation Procedure*.

## 15. ABSENCE FROM P.E./GAMES

- "Off Games" means being unable to participate in a Games and/or P.E. session.
- A note from either home or the Medical Centre is required should a pupil wish to be "Off Games".
- If the nature of the illness, which has resulted in the child being unfit for P.E. and Games, would be worsened by exposure to the elements, the pupil may sit in the library and work.
- Parents are asked to specify in the "off games" note whether they feel the illness would be worsened by exposure to the elements. If this is the case, the parents' wishes are respected.
- Similarly, if the Medical Centre decides a pupil should not go outside, that decision is respected.
- Pupils whose parents agree they may go outside to watch a games session should get changed into games clothing and footwear so that they can watch in comfort. This is especially relevant to squad members who should be encouraged to watch if their condition would not be aggravated by doing so.
- It is the responsibility of the pupil who is unfit for games and P.E. to show an appropriate note to the member of the P.E. department responsible for that session.
- A pupil suffering from an illness or injury which is likely to involve not being able to participate for more than one session is requested to bring an up-to-date note from parents for each games or P.E. session missed.

- If absence notes from parents to Form staff indicate that normal P.E. activities may not be pursued for the time being, the Form staff should initial and date the letter before returning it to the pupil to show to the P.E. staff before P.E. and Games activities. If the note covers a prolonged period, the parents should be contacted for positive confirmation as to when P.E. activities may be resumed.

## APPENDIX 1- GUIDANCE FOR TEACHERS COMPLETING THE REGISTER

- If a pupil is in the classroom when you take the Register or if you know for certain that he/she is present in school at that time, mark him/her as Present using the symbol /.
- If a pupil is absent and you do not know why, enter a **N** for No Reason Yet Provided. An **N** cannot remain there indefinitely, and it is the responsibility of the Form Tutor to obtain evidence so that it can be changed to a different code as soon as possible.
- If a pupil arrives late but before the end of Registration, enter a **L** for Late. This should be done regardless of the reason for the lateness.
- Warnings for culpable lateness are issued at the teacher's discretion. For instance, "bad traffic" is a reason for lateness that is beyond the pupil's control, but there comes a point where the pupil must be asked to leave home earlier.
- Under no circumstances should the Register be closed without an entry next to every child's name.
- The code that you use in the Register should reflect where and what the pupil is doing *at the time when you take the Register*. E.g., if you have a parental note asking the pupil to leave for a hospital appointment at 9am and returning at 12 noon, you must mark her with a / for Present, not a **M** for Medical appointment. The only exception is if you are registering pupils on site immediately prior to departure on a school trip or off-site activity (such pupils should be marked with a **V**, **P** or **\$**).
- Other colleagues may make legitimate entries in your Form's Register, so do not over-write these unless you know for certain that they are incorrect. To this end, **check for Present marks in your register before pre-filling it with Presents** (otherwise you will end up over-writing a / with a **N**).
- The following codes are used by Form Tutors, School Nurses, Peripatetic Music Teachers or anyone else responsible for a pupil on-site at the time of a Registration:

/	Present on site
I	Illness
L	Late (less than 30 minutes)
N	No reason yet provided (pupil absent and we aren't sure why)
M	Medical / dental appointment
C	Other authorised circumstances (e.g. funeral, family emergency, national sports team)
Q	Sixth-Form unsupervised university visit
R	Religious observance

- The following codes are used by the Senior and Junior School Receptionists or by members of staff leading trips, off-site Enrichment activities or off-site fixtures etc.:

- P School-supervised off-site sporting, music or drama activity (excludes Enrichment)
- V School trip or visit (excludes Enrichment)
- \$ Off-site Enrichment activity
- U Late (more than 30 minutes- counts as unauthorised absence)
- X Sixth-Former not required in school

- The following codes are seldom used and should only be entered either by or at the instruction of Heads of Year / Heads of Section / Data Manager:

- G Family holiday (unauthorised)
- H Family holiday (authorised)
- J Interview (for a job or university or school)
- O Unauthorised absence (other than arrival after 9.10am or for a family holiday)
- B Educated off site by a different school (e.g. Taster Day)
- E Externally suspended
- S Study leave (includes sessions during Study Leave when the pupil is on site)
- W Work experience
- Y Unplanned school closure (e.g. snow, floods, major incident), bad weather or cancellation of school coach means that pupil is unable to attend
- Z Pupil on Attendance Register but not yet entered onto the Admission Register
- # Planned school closure (school holidays, May Bank Holiday, INSET days)

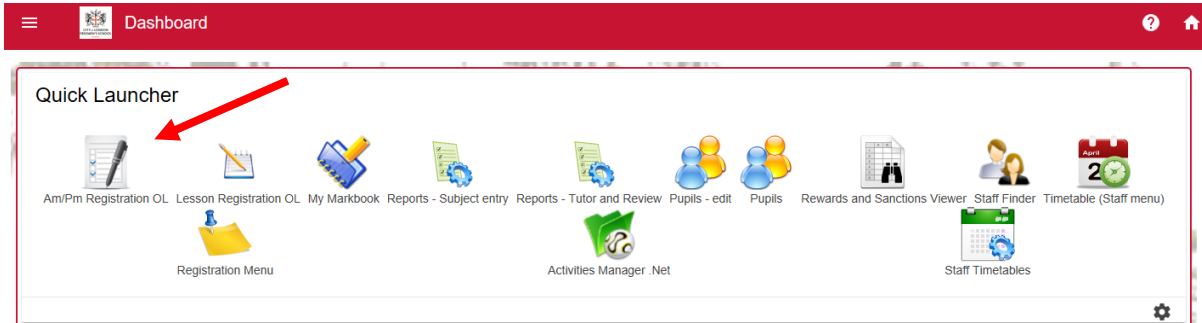
Junior School Register Files must be returned to the JS Reception after Registration, and Form Tutors must check and clear these files regularly.

Registers are taken using Online SchoolBase, failing which a paper Register should be sent for from Reception, completed and returned there. Please see below for how to register pupils on SchoolBase.

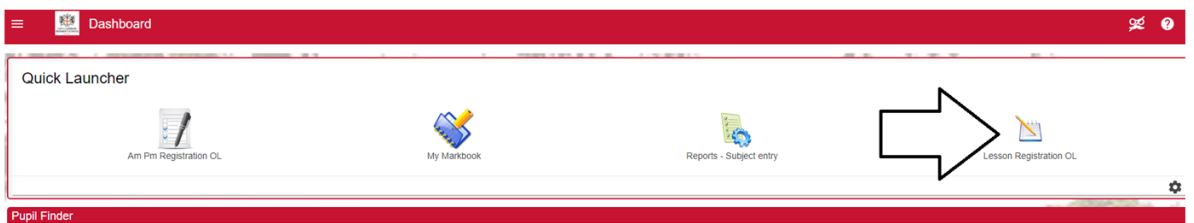
The Department for Education has issued guidance for recording absence of pupils for COVID-related reasons. This guidance has changed on several occasions. The School follows the most recent guidance, which can be found [here](#).

### Morning Registration using SchoolBase

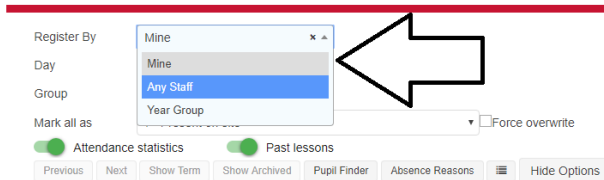
Log on at <https://schoolbase.online/Logon?DName=clfs> using network username and password. Then go into **AM/PM Registration**, which will display your own Form's register by default. If you are covering someone else's Registration, select his/her name from the drop-down list.



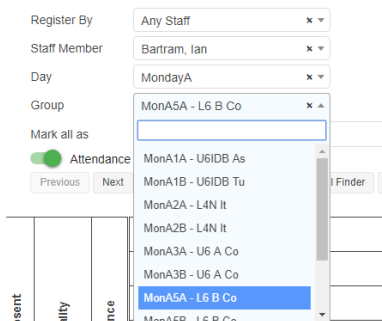
## Period 5 Afternoon Registration using SchoolBase (for U3-U6 only<sup>3</sup>: for F1-L3, use AM/PM Registration as above)



Online will select you by default but if you are covering select any staff from the drop down option and select the staff member



Select the current day and the period 5A option



<sup>3</sup> excluding individual music lessons

Students in that group for that period will appear

Click in the box to mark registration or click A5A to mark all and you can then make individual changes if required

Register By: Any Staff  
Staff Member: Bartram, Ian  
Day: MondayA  
Group: MonA5A - L6 B Co  
Mark all as: Unmarked  Force overwrite

Attendance statistics  Past lessons

Previous Next Show Term Show Archived Pupil Finder Absence Reasons Hide Options

Pupils	Total Present	Late	Auth Absent	Unauth Absent	% Punctuality	% Attendance	Week 2				
							September				
							Mon	Tue	Wed	Thu	Fri
							3	4	5		
							A5A	A5B	A3A	A3B	A4A
Marin-Borquez, Irene   L6AVVW   AWW	0	0	0	0	100	0					
Pezzuto, Luca   L6KJR   KJR	0	0	0	0	100	0					
Tororey, Adrian   L6STH   STH	0	0	0	0	100	0					

If you make a mistake or register the wrong day/period etc., select **Unmarked** and tick the force overwrite then click on the period that is incorrect and this will overwrite it.

Register By: Any Staff  
Staff Member: Bartram, Ian  
Day: MondayA  
Group: MonA5A - L6 B Co  
Mark all as: Unmarked  Force overwrite

Attendance statistics  Past lessons

Previous Next

Hide Options

Pupils	Total Present	Late	Auth Absent	Unauth Absent	% Punctuality	% Attendance	Week 2			
							September			
							Wed	Thu	Fri	Sat
							5	6		
							A4A	A4B	A1A	A1B
	0	0	0	0	100	0				