

Attendance Policy

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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 maintain an attendance register in accordance with the *Education (Pupil Registration) (England) Regulations 2006*. It also demonstrates how we have due regard for the Department for Education's statutory guidance *Working together to improve school attendance* August 2024.

This statutory guidance rightly emphasises the importance of good school attendance, which facilitates both academic progress and personal development. It also states clearly the legal duty of parents to ensure that their child(ren) receive an efficient full-time education. In addition, it notes that:

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This Policy is in two Parts. Part One deals with day-to-day attendance, specifically:

- The attendance and punctuality expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence;
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis and for more detailed support on attendance;
- The School's day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence.

Part Two explains how we promote good attendance and make appropriate interventions to improve individual pupils' attendance, specifically:

- How the School is promoting and incentivising good attendance;
- The name and contact details of the School's Senior Attendance Champion;
- The School's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most;
- The School's strategy for reducing persistent (less than 90% attendance) and severe (less than 50%) absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority;
- Interventions that will be sought if support is not appropriate (e.g. for a holiday in term time), not successful, or not engaged with.

This policy is to be read in conjunction with:

Admissions Policy
Anti-bullying Policy
Behaviour Policy

Boarding Handbook

Boarding Policy

Data Protection Policy [in respect of biometric data used for Sixth Form Registration]

Code of Conduct and School Rules

Fire Alarm and Emergency Evacuation Procedure

Missing Child Procedure- Day Pupils

Missing Child Procedure- Boarding Pupils

Safeguarding Policy

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*.

This Policy is accessible to parents on our public website and parent portal. Parents of new pupils are sent a link to the Policy, and all parents are reminded of it at the beginning of each school year.

It is reviewed and updated as necessary, such as in response to changing barriers to attendance, findings from data analysis and amendments to legislation. When reviewed, parents and pupils are consulted.

Part One – Day-to-day attendance procedures

2. REGISTRATION

The School has a duty to register all pupils twice a day- once in the morning and once in the afternoon.

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 register on SchoolBase. 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.

In addition, all Sixth Form pupils must self-register in Main House using biometric data (fingerprint)¹ at any point 0745-0835, with this information writing back to SchoolBase automatically. If the pupil arrives late, they will only be able to self-register in this way until 0845, after which time they will need to go to Senior School Reception to register in person.

Lower 6 pupils mentoring Upper Senior pupils on Thursday mornings may register on Inventory or with Form Tutor or with the Assistant Head Senior School (Upper Senior).

Afternoon registration

Junior School 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 (with the register opened no earlier so as to avoid over-writes from music lessons), 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 self-registers using a signing-in/out book at Senior Reception under the supervision of the Receptionist 1300-1405. Any pupil who fails to do this receives a Warning. The Heads of Lower and Upper Sixth monitor signing-in periodically to ensure that pupils are doing so properly.

¹ With pupil and parent consent only.

Any Sixth-Former who is free Period 5 because his/her teacher is absent registers in their usual classroom, with a cover teacher allocated for this purpose (following which pupils can work without further supervision). The absent teacher or relevant Head of Department is responsible for reminding pupils to do this.

The afternoon session finishes at 1600.

Lateness procedure and closing of Registers

If a pupil arrives at school at any time after 8.40am (8.45 for Sixth Form), he/she must report as follows:

- Pupils in Forms 1 – L3 to the Junior School Office
- Pupils in Forms U3-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 Warning. Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.

Morning registers close at 0905 and afternoon registers at 1435. Arrival after this time can amount to unauthorised absence rather than lateness.

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 (illness or emergency)

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. The absence will then be marked as authorised.

Parents should keep their children at home if they are too unwell to attend School, but mild symptoms (e.g. a runny nose or slight cough) are not a bar to attendance. This is common

sense - not least to avoid spreading the virus to others, regardless of what it is - and is what we would advise parents to do for any respiratory infection.

Although, in line with Government guidance, we do not recommend that pupils (other than those at Higher Risk) are given COVID tests to take, any child who tests positive must stay away from school for three whole days (e.g. if tests positive on Friday, may not return any earlier than the following Tuesday).

It is the School's belief that in most cases when a student is too ill to be in school they should focus on recovery rather than school work and when a student is well enough to learn they are well enough to come to school. Given this, when a student is absent work will not usually be sent home for them to complete. However, there may be exceptional circumstances where, for a defined period of time, work may be sent home to a student who is unable to attend school but could continue learning. In this instance the parent may contact the Head of Section and explain why they are requesting an exception be made.

4. PERMISSION FOR PLANNED ABSENCE

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 and count as authorised absence.

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. LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

Junior School pupils (F1-L3) in who need to leave during the school day (e.g. for a medical appointment) are collected from Junior School Reception by a parent and are not allowed to leave unaccompanied. Senior pupils (U3-U5) who need 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, liaising with Gatehouse if parents arrive on site. 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.

Sixth Form procedures are as follows:

- If missing lessons, pupils must sign out at Haywood Centre Reception and will not be allowed to leave until the Receptionist is satisfied that a parent has asked permission.
- U6 may sign out at Reception during private study periods to work at home and must sign in upon return to school.
- Between 1.00pm and 2.00pm, the Upper 6 are allowed to walk or drive (no passengers) to Ashted village provided that, as they leave, they sign out and sign back in upon return.
- From Spring Term of Lower 6 (subject to parental consent and satisfactory attitude to learning), Lower 6 students may sign out at Reception if free Period 6.
- Following summer assessments (subject to parental consent and satisfactory attitude to learning), Lower 6 may sign out at Reception if they are leaving the premises to work at home during private study periods.
- Students remain under the jurisdiction of the School's Behaviour Policy and Code of Conduct when off site during the School day (0830-1600).
- Breaches of the above procedures attract sanctions.

7. 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).

8. 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 Lesson Registration 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 music 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.

9. 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.

10. REGISTERING PUPILS ON SCHOOL TRIPS and OFF-SITE MUSIC/DRAMA ACTIVITIES

Pupils on a school trip or off-site music or drama activity 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 Administrator. This provisional register is confirmed or amended on SchoolBase by the Trip Leader before 8.35am / 2pm on the day, seeking assistance from the Senior School Receptionist if necessary. 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**.

11. 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*.

12. 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.

Part Two – Promoting good attendance and intervening to improve pupil attendance

13. HOW THE SCHOOL PROMOTES AND INCENTIVISES GOOD ATTENDANCE

Freemen's has high expectations of its pupils academically and behaviourally. When a child joins the School, they enter into an environment where the importance of every activity, especially academic lessons, is implicit in the attitude of staff and pupils. We are fortunate to be joined in this approach by a parent body which is aspirational for their children's future and makes a link between this ambition and good school attendance.

The Nine Characteristics that we seek to enhance in our pupils in order to achieve our mission of 'Learn, Lead, Make a Difference' support this approach. The three associated with Learn are:

Fulfilled learning- We strive to imbue a love of learning for learning's sake so that pupils will enjoy every lesson and activity, even when the going is tough.

Self-disciplined learning- We help pupils to recognise that it can sometimes be hard to motivate oneself to learn, but that one has a duty to do this.

Resilient learning- We accustom pupils to making and encountering mistakes as valuable parts of the learning process, so that being in a classroom doesn't make them feel negative about themselves.

We also promote and incentivise good attendance in the following ways:

- by enforcing our robust Anti-bullying Policy, we minimise the chances of a pupil not wanting to attend school because they are being bullied;
- by identifying and supporting SEND pupils, we minimise the chances of a pupil not wanting to attend school because they feel excluded or that they are under-performing because their needs are not being recognised and accommodated;
- by supporting pupils with physical and mental health conditions, which can be a barrier to attendance;
- by educating ourselves about emotionally-based school non-attendance (EBSNA) and having a well-resourced response to pupils at risk of EBSNA;
- by conducting staff CPL from time to time which focuses on the role that they have to play in promoting good attendance and intervening to improve pupils' attendance;

- having high expectations of staff regarding completing registers in a timely and accurate manner, and in communicating any concerns about their tutees' attendance;
- as a general rule, not authorising absence for family holidays during term time;
- issuing sanctions for lateness without a good excuse, be it to school in the morning or to lessons while at school;
- communicating regularly and clearly to parents and prospective parents about the importance of good school attendance;
- including this Policy in the information pack for pupils joining the School;
- drawing parents' attention to this Policy at the beginning of every academic year and when any significant amendments are made thereto, and seeking the views of pupils and parents.

14. THE SENIOR ATTENDANCE CHAMPION

The Senior Attendance Champion is Stuart Bachelor, Deputy Head and Designated Safeguarding Lead. He has overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed. His contact details are:

stuart.bachelor@freemens.org

01372 822434 (direct line)

01372 822421 (switchboard)

Deputy Head's Office, situated next to the Haywood Centre Foyer

The Senior Attendance Champion is assisted by Nigel Legg, Safeguarding Co-ordinator.

15. HOW WE USE DATA TO TARGET ATTENDANCE INTERVENTIONS

Freemen's has historically benefited from excellent pupil attendance. Pupils (and their parents) value education highly, enjoy learning and therefore expect and want to be in school rather than at home. However, we recognise that, without adequate analysis of attendance data, instances of sub-optimal attendance will go unaddressed, which is not acceptable. We therefore analyse attendance data as follows.

Weekly attendance analysis by Heads of Year

1. **Heads of Year**- whose pastoral expertise is complemented by an in-depth knowledge of individual pupils- conduct a weekly² analysis of pupil attendance and punctuality in their year-group. The purpose of this analysis is to flag up anything about an individual pupil's attendance that is concerning, not absence per se. They identify any pupils:
 - A. who are recurrently absent or late;
 - B. who have been absent for >5 consecutive school days;
 - C. whose absence for any length of time attracts, for whatever reason, any doubt or concern.

Their names are noted on the School's Attendance and Lateness Analysis Log (or a nil return entered). An outline of concerns is entered.

The weekly deadline for completion of the Log is the end of Wednesday of the following week.

2. **Line managers of Heads of Year** are responsible for ensuring that Heads of Year update the Log every week.
3. In order to help Heads of Year to spot such patterns, they are informed by **Form Tutors** if any pupil is frequently absent or late, or absent for >5 consecutive school days. 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.
4. The **School Receptionists**, who enter reasons for absence day-to-day as well as communicating with parents and overseeing late signing-in, are empowered and encouraged to enter any concerns that they have (as per sub-paragraph 1 above) onto the Log.
5. Having noted concerns on the Attendance Analysis Log, the **Head of Year** is responsible for initiating any necessary interventions. These may be as minor as asking the Form Tutor to find out more details about a pupil's lengthy absence or to ask the Medical Centre to request relevant medical information. However, if the Head of Year is aware of other pastoral challenges that a pupil has, concerns around their attendance may meet the threshold for consulting the Designated Safeguarding Lead. Interventions are NOT noted on the Log; rather, these are documented using our usual pastoral tracking

² For purposes of analysis, school weeks <4 full days are rolled into either the previous or following week.

system. More details about our approach to interventions can be found in Paragraph 18 below.

6. *Administrative support:* Year-group weekly absence reports are uploaded on Friday afternoon for Heads of Year to analyse. The Attendance Analysis Log is prepared for data entry well in advance. Both these tasks are undertaken by the School's Admin Team under the oversight of the **Office Manager**.

Half-termly attendance analysis by Assistant Heads of Section / Head of Sixth Form

7. At the beginning of every half-term, each **Assistant Head of Section / Head of Sixth Form** reviews pupils' a) attendance and b) morning lateness for the previous half-term. Pupils are ordered by %, with particular attention paid to any half-termly attendance <90%.

The purpose of this is to pick up on any individual pupils who may have been missed during weekly analysis. Accordingly, the half-termly data is triangulated against the weekly attendance analysis produced by Heads of Year. It is likely that all pupils of concern have already been identified and are being supported as necessary, in which case a nil return is entered in the Attendance Analysis Log. If not, the Head of Section notes his/her concerns in the Log using right-click New Comment and liaises with the relevant Heads of Year.

The half-termly deadline for completion is the end of Friday on the first week back after the holiday period.

8. In the second week back after the holiday period, this analysis forms the basis of a discussion between the **Senior Attendance Champion** and each **Head of Section**, timetabled as part of their weekly 1-2-1s. The **Head of Boarding** is invited to any meeting where concerns are being raised about the attendance of a boarder.
9. The **Safeguarding Co-ordinator** is responsible for ensuring that Heads of Section meet half-termly deadlines.
10. *Administrative support:* The absence reports necessary for this analysis are uploaded by the end of the half-term. The Attendance Analysis Log is prepared for data entry well in advance. Both these tasks are undertaken by the School's Admin Team under the oversight of the **Office Manager**.

Termly and annual attendance analysis by Senior Attendance Champion

11. Shortly after the end of term, the **Senior Attendance Champion** reviews attendance for the previous term that can be filtered in the following ways:

- by day of the week;
- by year-group;
- by sex;
- by day / boarding status;
- by whether or not the child has a special educational or disability;
- by attendance / absence code.

The purpose of this analysis is to spot patterns, not to identify individual pupils whose attendance is a concern.

12. The **Senior Attendance Champion** shares his termly analysis at the following term's Safeguarding and Welfare Team meeting, with Attendance being a standing agendum. The SAC's conclusions are discussed and, if necessary, challenged. If interventions and/or changes to policy are deemed appropriate, actions points are agreed, minuted and followed up at the next meeting.

13. At the end of the Summer Term, that term's attendance analysis is compared to the first two terms. Data is aggregated to create an annual data set that is in turn compared to previous years and is benchmarked against data at local, regional and national levels. This analysis is presented by the **Senior Attendance Champion** at the next Safeguarding and Welfare Team meeting, as well as to Governors at their October Full Board meeting as part of his/her Annual Safeguarding Report. **Governors** are encouraged to offer appropriate challenge to any recent policy changes around attendance.

14. The Headmaster and the Senior Leadership Team are kept abreast of any significant shifts in data and are consulted on any resulting significant interventions / policy changes.

15. *Administrative support:* The data necessary for this analysis is uploaded by the end of the term by the School's Admin Team under the oversight of the **Office Manager**.

16. HOW WE TACKLE ABSENCE CONCERNS, INCLUDING INSTANCES OF PERSISTENT AND SEVERE ABSENCE

1. We regard all absence and punctuality concerns as potential pastoral or safeguarding concerns. We know that poor attendance and punctuality are correlated with academic under-achievement and lack of personal flourishing. They are also frequently indicators of other pastoral and safeguarding issues.
2. Accordingly, we tackle poor attendance and punctuality using our established pastoral and safeguarding procedures. This means designating a pupil as being at a certain Level of Risk, ranging from Low Risk under the co-ordination of the Form Tutor to High Risk with the Designated Safeguarding Lead leading interventions and assisted by a wider team. These Levels of Risk are recorded and regularly reviewed.
3. Typically, pupils who are severely absent (attendance <50%) are regarded as High Risk and those who are persistently absent (attendance <90%) are regarded as either Low Risk or Medium Risk depending on the reasons for absence over that period and whether or not it is recurring.
4. If there is deemed to be a significant risk of EBSNA (Emotionally-Based School Non-Attendance), that pupil will typically be raised to High Risk. This reflects our experience that swift and highly co-ordinated intervention can make the difference between a pupil improving their attendance and disengaging from school altogether.
5. Whoever is assigned lead responsibility for a pupil's care will put together a programme of appropriate interventions and will monitor their effectiveness. Information is shared on a need-to-know basis, with relevant Inclusive Learning and/or Medical Centre staff always copied in for pupils with SEND and/or mental or physical ill health.
6. The range of available interventions includes:
 - applying sanctions in line with our Behaviour Policy;
 - putting a pupil on attendance report, or making attendance part of a wider behaviour report;
 - informing Receptionists of pupils being monitored so that they can chase absence as a priority and inform pastoral staff when a pupil is / isn't in school;

- asking parents to attend a meeting in school;
 - home visits;
 - making a Request for Support to Surrey Children's Services where an increased level of support is identified as possibly beneficial;
specifically for EBSNA (Emotionally-Based School Non-Attendance) and at-risk-of-EBSNA pupils:
 - considering a reduced timetable, late starts;
 - 'traffic-lighting' their day to identify and respond to push and pull factors in school;
 - offering them spaces in which to take short periods of time out during the school day so that they can decompress and re-set rather going home (e.g. the Stable Block Sky Room);
 - meeting pupils at the car park to help parents to "get them out of the car";
 - encourage parents to support their child with any apparent root causes of EBSNA (e.g. autism);
 - engage support of external services (see following sub-paragraphs).
7. Where necessary, the School discharges its duty under the statutory guidance to provide the local authority with the full name and address of all pupils who:
- a) are of compulsory school age and have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. (Only one sickness return is required for a continuous period of sickness in a school year.) This task is undertaken by the **Safeguarding Co-ordinator**.
 - b) are of compulsory school age and fail to attend school regularly and/or have been absent for a continuous period of ten school days where this has been marked as Unauthorised (register codes G/N/O/U). (This task is undertaken by the **Safeguarding Co-ordinator**, at least monthly.)
 - c) are added to or deleted from the School's Admission Register at non-standard transition points (see our *Admissions Policy* for details)
8. We are committed to tackling absence in partnership with our local School Attendance Support Team at Surrey County Council. Their details are as follows:

Lynn Hartley
Assistant Team Manager
Surrey Attendance Service – East
phone : 07976 960909
Email: lynn.hartley@surreycc.gov.uk
Children, Families and Lifelong Learning and Culture

Woodhatch Place
Cockshot Hill
Reigate
RH2 8EF

9. We participate in termly Targeting Support Meetings with the SE Inclusion Service. We submit the following information at least one week in advance of each meeting for all pupils of compulsory school age (i.e. Form 1 to Upper 5):

- attendance %s for pupils with attendance below 90%, noting reasons and details of any interventions that have been completed;
- list of leavers migration report;
- details of pupils permitted not to attend school full-time;
- list of pupils with absence codes B, C and D, with reasons for their coding;
- list of all pupils with Education and Health Care Plans, their home Local Authority and attendance %s;
- number of pupils on roll in each Key Stage;
- mean % attendance in each Key Stage.

At these meetings, joint approaches and actions for tackling absence- individually and generally- are agreed. The School is committed to carrying out agreed actions in a timely fashion.

10. UK Visas and Immigration sponsor guidance states that a sponsored student's attendance must not drop below 80% or miss 10 consecutive days owing to unauthorised absence. If either of the above occurs the School will assess the reasons behind this and, if necessary, the School will report this on the Sponsorship Management System as per the sponsor guidance.

17. HOW WE RESPOND IF SUPPORT IS NOT APPROPRIATE, SUCCESSFUL OR ENGAGED WITH

Freemen's parents are almost universally supportive of their child's education and, more generally, recognise the importance of education for a successful and flourishing life. Accordingly, it is our experience that, when a child's absence needs to improve, parents are supportive and responsive.

Most of the options for legal intervention in order to improve a child's attendance are not open to us as an independent school. These include Attendance Contracts, Penalty Notices and

Notices to Improve. However, local authorities are empowered in certain rare circumstances to issue an Education Supervision Order to parents whose child is at an independent school.

In contrast with maintained schools, parents who persistently fail to ensure that their child attends school punctually may be in breach of our Terms and Conditions and risk their child being asked to leave the School. In circumstances where all other avenues have been exhausted in order to improve a child's highly concerning attendance, this last resort is potentially more effective than other legal alternatives.

In cases where support is not appropriate, such as family holidays taken during term time without an exceptional reason, the School's initial response is to write home to clarify that the absence is not authorised. A pupil's number of unauthorised absences is always disclosed in external references to which parents have consented and which request this data. Unauthorised absences may also be regarded as a factor when a pupil applies for positions of responsibility within the School.

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 must quickly come a point where the pupil is 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** or **P**).
- 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, approved family holiday or similar)
C2	Absent because on part-time timetable (below Sixth Form)
R	Religious observance
B	Other unsupervised educational activity (e.g. university open day)

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

- P School-supervised off-site sporting activity (excludes Enrichment)
- U Late (more than 30 minutes- counts as unauthorised absence)
- V School trip or visit (excludes Enrichment, includes off-site Drama and Music activities)
- 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:

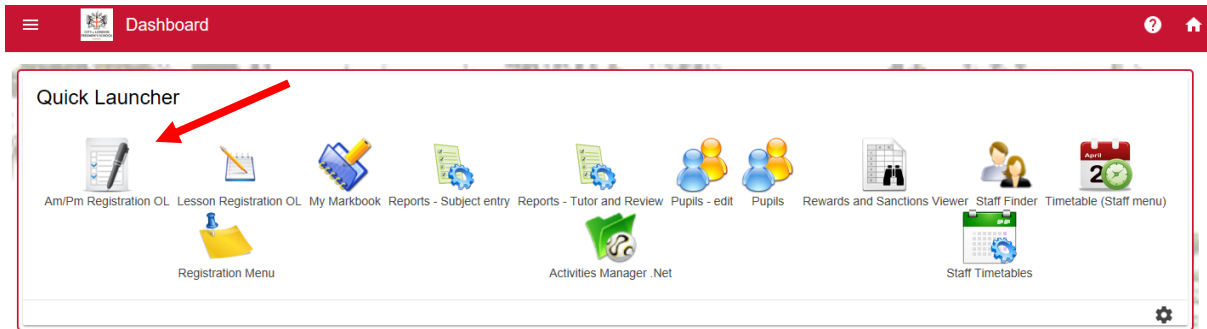
- # Planned school closure (school holidays, May Bank Holiday, INSET days)
- C1 Regulated performance or employment abroad
- D Dual registered at another school
- E Externally suspended or permanently excluded
- G Family holiday (unauthorised)
- J1 Interview (for a job, university or school)
- K Attending education provision arranged by the local authority
- O Unauthorised absence (other than arrival after 9.10am or for a family holiday)
- Q Lack of access arrangements
- S Study leave (includes sessions during Study Leave when the pupil is on site)
- T Parent travelling for occupational purposes
- W Work experience
- Y1 School transport not provided
- Y2 Travel disruption
- Y3 School partially closed
- Y4 School fully closed
- Y5 Pupil in criminal justice detention
- Y6 Public health guidance (but pupil well)
- Y7 Unable to attend owing to any other unavoidable cause
- Z Pupil on Attendance Register but not yet entered onto the Admission Register

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

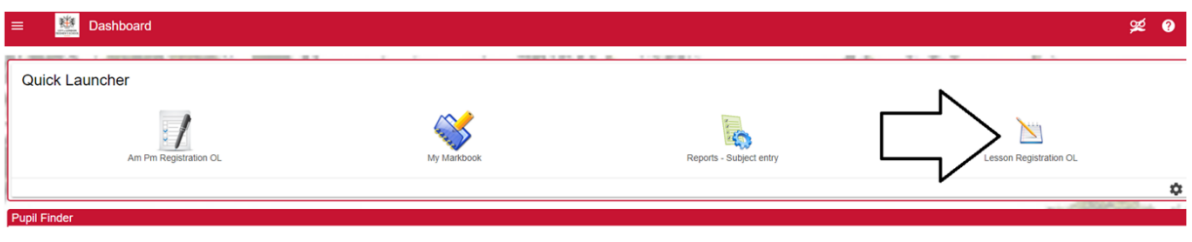
Registers are taken using SchoolBase, failing which a paper Register should be sent for from Reception, completed and returned there. Please see below for how to register pupils on SchoolBase.

Morning Registration using SchoolBase

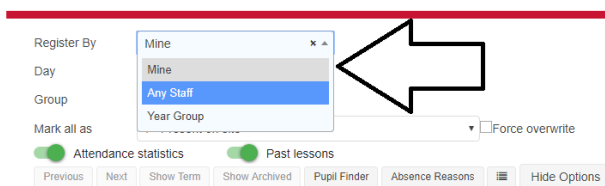
Log on at <https://schoolbase.online/Logon?DName=clfs> using network username and password. Then go into **AM/PM Registration**, which will display your own Form's register by default. If you are covering someone else's Registration, select his/her name from the drop-down list.



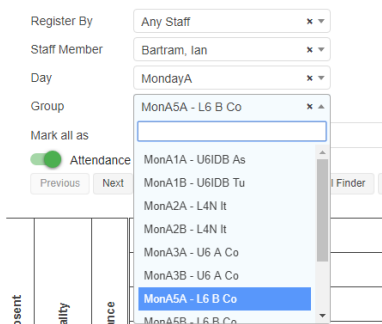
Period 5 Afternoon Registration using SchoolBase (for U3-U6 only³: for F1-L3, use AM/PM Registration as above)



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



³ 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 x v
Staff Member: Bartram, Ian x v
Day: MondayA x v
Group: MonA5A - L6 B Co x v
Mark all as: Unmarked x v ☐ Force overwrite

☒ Attendance statistics ☒ Past lessons

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

							Week 2		
							September		
							Mon	Tue	Wed
							3	4	5
							A5A	A5B	A3A
							A3B	A4A	
Pupils	Total Present	Late	Auth Absent	Unauth Absent	% Punctuality	% Attendance			
Marin-Borquez, Irene L6AWW 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 x v
Staff Member: Bartram, Ian x v
Day: MondayA x v
Group: MonA5A - L6 B Co x v
Mark all as: Unmarked x v ☒ Force overwrite

☒ Attendance statistics

Previous Next

Unmarked

/ - Present on site
I - Illness
L - Late (arrives before 9.10am)
N - Absent - No reason yet provided
M - Medical / dental appointment
C - Other authorised absence (e.g. funeral)
Q - Unsupervised university visit
R - Religious observance
P - Off-site sport, music or drama
V - School trip or visit (excl. Enrichment)
S - Off-site Enrichment activity
U - Late - registration finished
G - Family holiday (unauthorised)
H - Family holiday (authorised)
J - Interview (for job/university/school)
O - Unauthorised absence (exc. holiday)
B - Educated off site by a different school

Hide Options

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