

Status:	Regulatory
Applies to:	Whole School
SLT Reviewer (initials):	RN
Committee Monitor:	Education



STOVER SCHOOL

Attendance and Absence Policy

Independent Day and Boarding School for Girls and Boys aged 3 to 18 Years

Stover School

May 2008
Last Review July 2019

Contents

- 1 INTRODUCTION**
- 2 THE ADMISSIONS REGISTER**
- 3 DAILY REGISTRATION**
- 4 SIGNING IN AND OUT OF SCHOOL**
- 5 EARLY ARRIVALS AND LATE DEPARTURES**

1. Introduction

This policy applies to all pupils whilst in the care of Stover School, to include provision before and after school, trips and activities. The policy applies in equal measure to boarding and day pupils.

The policy follows the guidance given by the Department of Education "Advice on School Attendance" last updated in July 2019.

This policy should be read in conjunction with the Admissions policy.

2. The Admissions Register

Each pupil who completes a registration with the school should have the following details entered on the school's admissions register:

- (i) name in full;
- (ii) sex;
- (iii) name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent informs the school that a pupil will live at another address, in addition or instead of the existing address, the register must record: the new address, the name of the parent with whom the pupil will normally live and date from which this is effective.
- (iv) the telephone numbers of both parents where practicable and a telephone number for contact in case of an emergency;
- (v) day, month and year of birth;
- (vi) day, month and year of admission or re-admission to the school;
- (vii) name and address of the school last attended, if any;
- (viii) an indication of boarding or day attendance (in schools which include boarders);
- (ix) the name of the destination school for leavers where this is reasonably practicable; or additional school in the case of dual registration, and the date of first attendance.

3. Daily Registration

- A pupil (including boarders) must be included in the daily registers and accounted for at each registration from the start date that has been agreed between the parents of the pupil and the school.

All pupils are full time and therefore expected to attend school Monday – Friday and at weekends on school events (fixtures as required/selected by staff).

All attendances are recorded by registration at both Stover Preparatory School and at the Senior School.

Currently this is done by:

Preparatory School: Electronic Class Registrations at 8.45am and 1.00pm (Pre-Prep) and 1.30pm (Prep) each day.

Senior School: Electronic Form/Tutor Registrations at 8.30am and 1.40pm each day.

- Any absent pupils will be indicated as such in the registers, which are then passed through to the SPS Administrator or Senior School Secretary for daily analysis and recording. Unknown non-attendance will be followed up between 8.30am and no later than 9.30am with the SPS Administrator or the Senior School Secretary contacting parents and/or other contact details for the absent pupil. The register will close at 9.30am. Where no contact has been made with the named persons for the pupil, then the SPS Administrator or Senior School Secretary will inform the respective DSL or DDSL by 10.30am. At this point if the DSL or DDSL cannot reach the pupil's contacts then a visit to home will be made. If contact still cannot be made then a referral to Devon County Council, MASH or the police will be made.
- Absence lists are produced daily by 10.30am, kept on file and copies posted in Staff Rooms. Any unresolved absences are followed up by a phone call, a written note or an email contact with the parents, which will establish the reason for the absence. All attendance/absence data is then stored ready for DfE annual returns each Summer Term for both Preparatory and Senior Schools.
- Non attendance from school for any reason other than illness must be authorised by the Headteacher (Head of Preparatory School for Preparatory School pupils) and parents must put such requests in writing in advance.
- Boarders are expected to remain at school until the formal end of each term unless the school has given prior consent. In addition to the daily registers, boarders have a roll call on house at 0800, 1800 and 2100hrs. Boarders also sign back onto House at 1645.
- All pupils out of school at any time on school trips, fixtures, etc., must have their names added to the standard School Excursions proforma and copies posted in

the Senior and Preparatory School staff rooms and passed to the Deputy Head, Head of the Preparatory School and the School Office.

- Absence Codes used by secretarial staff are:

/ Present
B Educated off-site (NOT dual registration)
C Other authorised circumstances (not covered by another appropriate code/description)
D Dual registration (i.e. pupil attending other establishment)
E Excluded (no alternative provision made)
F Extended Family Holiday (agreed)
G Family Holiday (NOT agreed or days in excess of agreement)
H Family Holiday (agreed)
I Illness (NOT medical or dental etc. appointments)
J Interview
L Late (before registers closed)
M Medical/Dental appointments
N No reason yet provided for absence (to be updated when reason received)
O Unauthorised Absence (not covered by any other code/description)
P Approved sporting activity
R Religious observances
S Study leave
T Traveller absence
U Late (after registration closed)
V Educational trip or visit
W Work experience
X Session in which a non-compulsory school age pupil is not expected to be in school
Y Enforced closure or normal transport unavailable
Z Pupil not on roll
School closed to pupils
e Peripatetic lesson

- The school is committed to communicating with parents where necessary, any pupils who are raising concern with regard to their overall attendance rates. This might be a single extended period of absence, without justifiable reason or a series of shorter absences which accumulate to result in poor attendance percentages. Absences of below 90% should be flagged by Form Tutors to the respective Head of Year and Pastoral Senior Teacher or Head of the Preparatory School as appropriate. A 'watching brief' is implemented for attendance that falls to 85%. Parents will be contacted initially by the Form Tutor should attendance fall to 80%.
The School Secretary and Preparatory School Secretary also monitor patterns in absences and will inform the DSL, Head of Year and/or Head of the Preparatory School in cases of concern. Where absence falls below 80% the

Headteacher will be notified and parents will be invited in to discuss the future arrangements for the pupil.

Such absences will then be investigated further by the appropriate person and flagged to the DSL for discussion with parents. Ultimately, a falling attendance would result in the school contacting the Local Authority. This ensures children are protected against cases of 'going missing from education' (also see Safeguarding Policy) and also fulfils the school's obligation to notify the authority in cases of failed attendance.

- A pupil should not be removed from the daily attendance registers without clear instruction from the school Registrar in conjunction with the Headmaster.
The school will liaise with the local authority as necessary to ensure the continuation of educational provision for all pupils who leave the school and are of compulsory school age.
- Electronic registers are backed up by the school's ICT system, on a daily basis. All register records are then kept for a minimum of 3 years after the end of the of the school year in question.

4 Signing In and Out of School

Pupils who arrive at school at any time after the morning register has closed must report to the school secretary and sign into school using the signing in book which is held by the school secretary at the Mansion House reception (in the Preparatory School pupils will be delivered to the Preparatory School secretary who will record their arrival).

Pupils who leave the premises during the school day must sign out in the signing out book which is held by the school secretary at the Mansion House reception (in the Preparatory School pupils will be collected from the Preparatory School secretary who will record their departure).

In boarding pupils sign in and out with the boarding house parent who is on duty.

5 Early Arrivals and Late Departures

Any pupils who arrive on site before 0815 must report to the Mansion House reception and wait in the dining room before making their way to morning registration at 0820.

In the Preparatory School pupils are allowed to arrive from 0800, where they wait in the reception area with a member of staff until 0815.

Any pupils who are present on the site after 1645 must go to the Mansion House library where they will be supervised.

At 1700, their parents will be called to confirm pick up arrangements.

At 1730, they will be escorted to boarder's dinner and parents will be charged for an evening meal and after-school supervision.

In the Preparatory School are staff supervision is available until 1700. After 1700 the parents are contacted and the child is placed with the duty member of staff until they are picked up.

The Headteacher is the senior member of staff who is resident on site. He can be called on in any cases of emergency.