

# ATTENDANCE

## 1. Policy Statement

*Bournemouth Collegiate School (BCS) is committed to fulfilling its obligation to keep an attendance register of all day pupils of compulsory school age (5-16). However, for the welfare, health and safety and educational benefit of all pupils, BCS adheres to UCST standards and registers pupils in all years, including Sixth Form, boarders and those in our EYFS setting. BCS requires regular attendance and the presence of pupils is checked daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006. For this reason those staff who take the registers ensure they are filled in properly in accordance with the procedures in this document. Registers are completed by hand in ink in the Senior school and electronically in the Prep School. Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below. The attendance register is kept for a minimum of three years.*

*BCS is fully committed to ensuring that the application of this Attendance Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Missing Pupils.*

*This document is reviewed annually by the Vice Principal and Head of Prep, or as events or legislation change requires. The next scheduled date for review is June 2012.*

## 2. Key Personnel

The implementation of the Attendance Policy and procedures in the Senior school is coordinated by the Vice Principal, Peter Harris

The implementation of the Attendance Policy and procedures in the Prep school (including EYFS) is coordinated by the Head of Prep, Kay Smith.

### 3. Procedures

#### 3.1 Registers

The attendance register includes the pupil's form / tutor group and an indication of whether the pupil is present or absent at any given morning or afternoon session.

#### 3.2 Registration

**Senior School:** form tutors are required to take paper attendance registers of their form including sixth form, twice a day; at 8:40am and at 12:20pm. Registers are to be completed in ink. Registers are returned to Reception where they are compiled and updated to include original and updated entries. All amendments to the attendance registers are dated and the name of the person making the amendment is recorded.

**Prep School:** attendance registers are completed electronically, twice a day; at 8:50am and 1.30pm. The teacher taking the register puts his/her initials under the registration and saves the information. If a pupil arrives late they are required to report to the office and the secretary updates the electronic register with an additional code to distinguish clearly between the original entry and the correction. After morning registration a list is printed with the names of all the absent pupils. This list is placed in the fire evacuation folder.

Attendance registers include information about authorised and unauthorised absences (if statutory age). This may include:

- When a pupil is attending an approved educational activity out of school (approved by the Principal/Head of Prep and supervised by a person approved by the Principal/Head of Prep, and including work experience or sporting activity)
- When unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance)
- When taking authorised absence (granted leave of absence by the Principal/Head of Prep or a person acting on his/her behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- When taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established)

#### 3.3 Registration Codes

The following codes, as recommended by the Department for Education are used in the registers:

- /** Present at registration
- B** Educated off site (not dual registration)

<b>C</b>	Other authorised circumstances (not covered by other codes)
<b>D</b>	Dual registered (i.e. at another school or PRU)
<b>E</b>	Excluded (with no alternative provision made)
<b>F</b>	Agreed extended family holiday
<b>G</b>	Family holiday (not agreed)
<b>H</b>	Agreed family holiday
<b>I</b>	Illness
<b>J</b>	Interview
<b>L</b>	Late (but arrived within 30 minutes of register closing)
<b>M</b>	Medical or dental appointment
<b>N</b>	No reason provided for absence yet
<b>O</b>	Other unauthorised
<b>P</b>	Approved sporting activity
<b>R</b>	Religious observance
<b>S</b>	Study Leave
<b>T</b>	Traveller absence
<b>U</b>	Late and arrived after register closed
<b>V</b>	Educational visit or trip
<b>W</b>	Work experience (not work based training)
<b>X</b>	Untimetabled sessions (for non-compulsory school aged pupils)
<b>Y</b>	Partial and forced closure
<b>Z</b>	Pupil not yet on roll
<b>#</b>	School closed to all pupils

Inclusion or deletion of a pupil from the register is according to the Education (Pupil Registration) (England) Regulations 2006.

### **3.4 Reporting and Recording Absences**

If a pupil is absent from registration then a '0' is placed in the register.

If a pupil is absent due to illness their parent/s are required to make an initial contact with school by telephoning the pupil absence line (Senior school 01202 436595, Prep school 01202 714111) or emailing ([Senior-admin@bournemouthcollegiateschool.co.uk](mailto:Senior-admin@bournemouthcollegiateschool.co.uk) or [prep-admin@bournemouthcollegiateschool.co.uk](mailto:prep-admin@bournemouthcollegiateschool.co.uk)) early on the morning of the day of the absence but must also send a written note or email to school when the pupil returns in order to authorise the absence.

If the school has not received any information regarding a pupil's absence (for example a telephone message or email earlier that morning) then the Receptionist will contact home to establish the location of that pupil.

The procedures set out in the Missing Pupil Policy will be followed for any pupils whose whereabouts remains uncertain after a call home.

If a pupil is absent for 20 days without authorisation, fails to attend school regularly or has been deleted from the school register when the next school is not known, this is reported to the LEA /Social Services.

### **3.5 Absence Request for Pupils**

If a parent/s requires for their son/daughter to miss school then they must complete the Absence Request Form and submit to the Vice Principal/Head of Prep for authorisation at least 3 working days prior to the absence. This form is available on the school website or on request from the school office. Parents will then be informed of the decision. A record of this is kept in Reception.

### **3.5 Signing in and out**

If a pupil arrives at school late and misses registration then they are required to sign in at Reception as soon as they arrive and at the Prep School parents sign their child in and out. This information is then updated/reconciled in the register by the Receptionists.

Whenever a pupil leaves the school site they are required to sign out in Reception. The reasons for this may include:

- Pupils who are part of the tennis academy and have coaching at another site during the day.
- Sixth form pupils who are allowed off site during lunchtime or some study periods.
- Sixth form pupils who are taught subjects on another site
- If a parent picks up a pupil for an appointment
- If a pupil is sent home sick

Pupils are also required to sign in on their return to school. In the Prep school, a list is kept of any pupils leaving the school premises to play in sports fixtures. This list is placed in the fire evacuation file.

## **4. Attendance register back-up and storage**

The registers are photocopied at the end of every half term and stored in the office safe. The attendance register in the Prep School is saved electronically on the school network and therefore backed up every week day evening. A paper copy is also printed monthly and kept in a file.

All photocopies and the original attendance registers are, in line with current legislation, kept for at least 3 years.