BANSTEAD
PREPARATORY SCHOOL

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Attendance

Contents:

Policy Statement

For the welfare, health and safety and educational benefit of all pupils, Banstead Prep School registers pupils in all years. Banstead Prep School requires regular attendance and the presence of pupils is checked twice 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, form teachers must ensure they are completed properly in accordance with the procedures in this document. It should be read in conjunction with: Missing Pupil Policy, Child Protection Policy, Fire Safety Risk Assessment Drills Policy and Procedures and Admissions Policy.

This policy applies to all members of our school community, including those in our EYFS setting. It is thus relevant to all day pupils of compulsory school age (5-16) as well as to students younger and older than this.

Registers are completed electronically via iSAMS. In effect they are completed in ink because the registers can be printed out. The register is kept for an indefinite period on the server hosted by iSAMS. 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.

Procedures

Key Personnel

- All members of teaching staff must be familiar with the following procedures, and must know how to access the attendance registers, as shown in the diagrams below.
- Form Teachers and the School Office are responsible for recording and following up attendance issues.
- In some cases, (e.g. absence that gives rise to concern, repeated failure to provide a letter or e-mail explaining an absence or extreme cases - more than 10 days of unexplained absence), the Headteacher will make contact with parents.

Accessing Attendance Registers

1) Open iSAMS and log in.

2) Click **'Take a register'** on the right hand wizard bar.
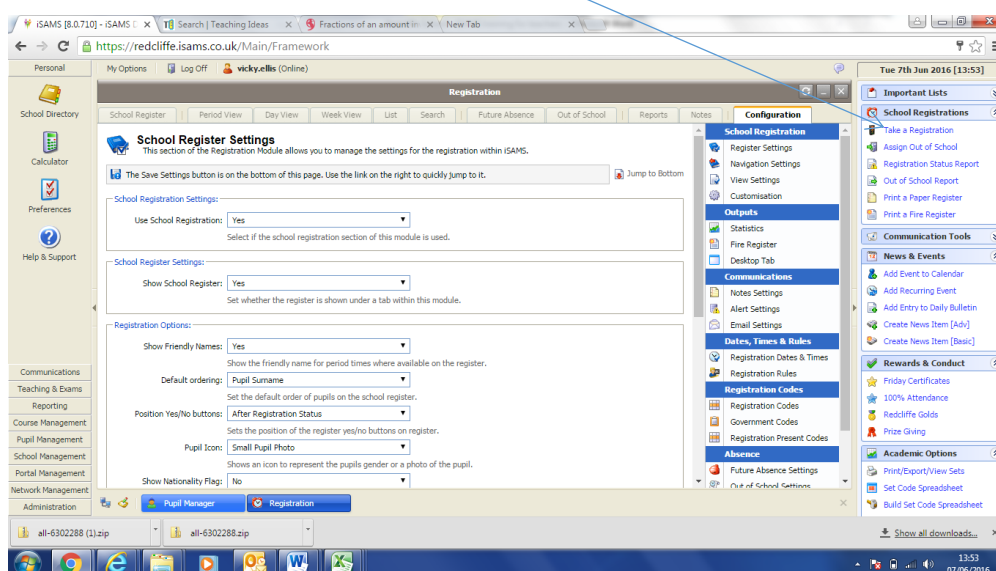
3) Select registration date, period (morning of afternoon) and your form.
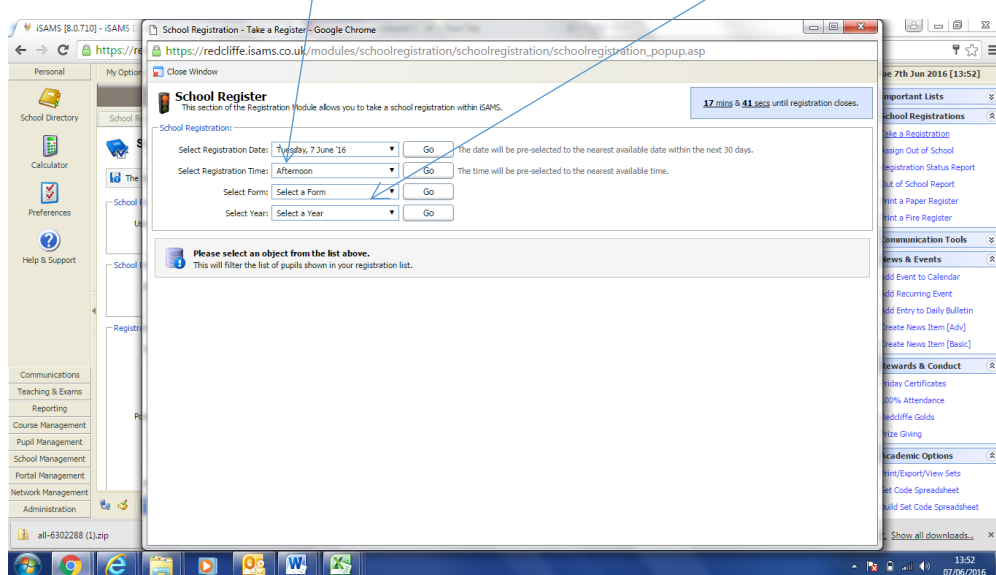
4) Your pupils will appear, Click the status button (present, late, absence) Late: enter time Absence: enter correct status. Please see list of possible absence status below. If this is not known, use the code N (No reason provided), and press the alert button, the School Office will be able to view who is absent and will investigate this
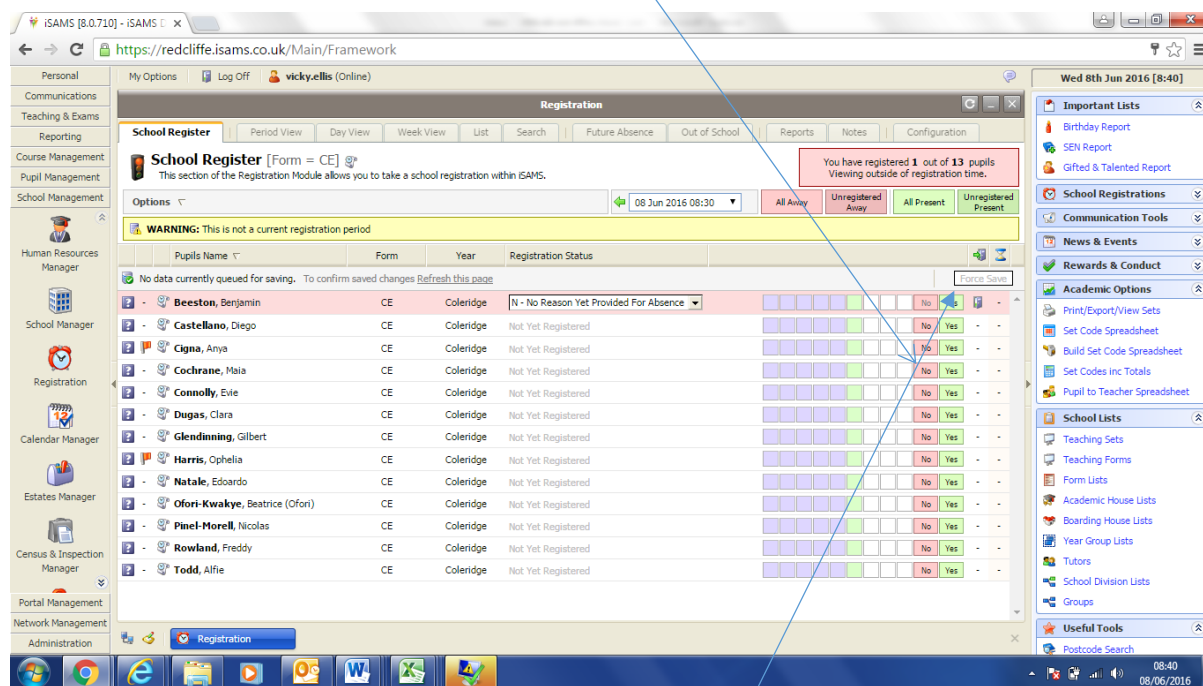
5) Make sure the changes are saved, if in doubt click 'Force Save'

Registration is only open for a short window of time. Any children not registered at this point will be marked as late.

Morning registers MUST be completed BEFORE ASSEMBLY. Morning registration closes at 8.40 am and the afternoon register at 1.40pm.

Registration Codes

The attendance register includes the pupil's form group and records if they are absent or present at any given registration session. The codes used in registers are listed below with their meanings:

Code	When to apply	Notes	In Attendance	Out of School Authorised (A) /Unauthorised (UA)
/ \	Present AM Present PM		Yes	
N	No reason provided		No	UA
L	Late (up to 30 minutes after register closed)	e.g. traffic, family issue. Note time of arrival	Yes	
U	Late (over 30 minutes after registers closed)	Reportable lateness	Yes	
P	Agreed Sporting Activity	Sport competitions / fixtures	Yes	A
V	Educational Visit or Trip	Day and residential trips	Yes	A
B	Educated Offsite		No	A
X	Non-compulsory School age	Not expected (Nursery)	No	
#	School Closed to pupils	e.g. bank holiday	No	A
Y	Enforced Closure	e.g. due to snow	No	A
C	Authorised absence not covered by another code		No	A

Code	When to apply	Notes	In Attendance	Out of School Authorised (A) /Unauthorised (UA)
O	Unauthorised absence not covered by another code		No	UA
J	Interview /Taster day	Inc. taster day, open day & interview	No	A
G	Family holiday – NOT Authorised		No	UA
H	Family holiday	Authorised Letter of request received by Headteacher well in advance	No	A
I	Illness	Call or email from parents	No	A
M	Medical or dental appointment	Letter of information received by teacher in advance	No	A
R	Religious Observation	Letter of information received by teacher in advance	No	A
E	Excluded but no alternative provision made	Necessary as per Behaviour and Discipline Policy	No	A
Q	Non-Nursery Day	Not attending Nursery on this day.	No	

Signing In and Out

Where pupils arrive or leave the school premises at any other times of the day, they must sign in or out using the InVentry console, located in the School Office. When a child arrives late and they are signed in on the Inventry system, this automatically updates iSAMS accordingly. Peripatetic staff must ensure that pupils arriving for lessons before morning registration sign in using the Inventry system.

Following up unexplained absences

Parents should either contact the School Office by email or telephone before 8.30am to inform the school of any absence or illness. This should be repeated on every day of the absence. Upon return to school a signed and dated absence note or email should be provided to the form teacher/School Office.

The School Office telephones the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded, before 10am each day and records the reason for absence according to the above code.

The School requires that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headteacher well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headteacher, requesting leave of absence in advance of the date.

It is important that registers are correct, and absences are followed up for legal, fire and pupil safety reasons. Form Tutors should follow up all UNEXPLAINED absences (those marked with a N).

Letters/E-Mails and voicemails received to explain absences e.g. sickness, treatments must be used by the School Office or Form Teacher to update the register. All correspondence regarding absence must be noted on individual pupil's notes on iSAMS. If an absence cannot be explained, please see the Headteacher or Assistant Head Wellbeing (DSL) to follow it up.

Other Registers

- An online register via SOCS is taken in **before school care** (7.30 – 8.00am).
- Children arrive on site from 8am and head to their classrooms where they will be registered on arrival. Breakfast club children will join them at this point.
- **After School Clubs** Registers for children attending clubs are completed on SOCS. Should there be an issue, the names are called through to the School Office to note.
- **Off-Site Sport, Off Site Outdoor Learning and Fixtures** Names should be given in advance to the School Office who will sign the group of pupils out via Inventry.
- Paper copies of registers can be printed from iSAMS and taken off site for any visits and activities, these must be kept safe and appropriately disposed of to comply with GDPR regulations
  Each morning a **fire register** is printed and kept with the fire pack by the main entrance door. The fire list details all absences.

Encouraging Attendance

- Attendance and lates are reported for the Autumn, Spring Term and the year on pupil's End of Term and End of Year Reports.
- Parents of persistently late pupils will be contacted by the Assistant Head, Wellbeing.

Children who go missing from education or school:

- A child going missing is a potential indicator of a range of safeguarding possibilities, such as abuse or neglect. The School holds more than one emergency contact number for each child, therefore additional options are available to contact a responsible adult when a child goes missing and a welfare and/or safety concern is also identified.
- Staff must follow the School's procedures for dealing with children who go missing, particularly on repeat occasions. The School shall inform the local authority of any child who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the local authority to:
- a) fulfil its duty to identify children of compulsory school age who are missing from education; and
- b) follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.
- School attendance registers are carefully monitored to identify any trends. The School will inform the local authority and the local authority where the child is normally resident of any student who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority.

Reporting Attendance to the Local Education Authority

The school will report to the Local Education Authority the following attendance issues:

- 10 days unauthorised absence
- Failure to attend regularly
- Deletion from the school register when the next school is not known
- Deletion from the school register when a child has moved school
- Deletion from the school register if a pupil is taken out of school by their parents and is being home educated.
- Deletion from the school register where the pupil has ceased to attend Banstead Prep School and no longer lives within reasonable distance of the school (unless of course parents have given due notice as per standard procedures and have indicated the next school).
- Deletion from the school register because the pupil has been permanently excluded. When the Headteacher knows the deletion from the school register will apply, the LEA will be contacted.

This policy applies to all members of our school community, including those in our EYFS setting. Banstead Prep School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Banstead Prep School 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 School Office and should be read in conjunction with the following documents: Missing Pupil and Supervision Policies.

This document is reviewed annually by SLT as events or legislation change requires. The next scheduled date for review is September 2024.