



ST BEES SCHOOL

WHERE WEST MEETS EAST

ATTENDANCE POLICY

2021 - 2022

Author: Headmaster

Next review due: August 2022

Review by: Assistant Head



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At St Bees education is seen as a partnership between the family and the school. The School is committed to providing the highest quality of education for our students, and we look to parents to support this objective. All students are required to be in school by 8.30 am. The school day ends at 5.30 pm Monday-Thursday, and at 4.15pm on Fridays. By prior agreement with the Headmaster, parents may collect their child at 4.15pm Monday-Thursday where the child has other outside commitments such as representative sports.

Students are not allowed to leave the site during the school day unless accompanied by a member of staff for a trip, a visit, or a sporting fixture, the dates of which are published in the Calendar or will have been notified to parents in advance. The exception to this is that Senior students in Years 11 to 13 are allowed to sign out to go to the Village Shop at lunch time.

If a student is ill, parents should telephone the School before 8.30 am on each day of absence. The student should bring a letter signed by a parent on their return to school, giving a reason for the absence. If nothing is heard from a parent or guardian, staff will always telephone on the first day of an unexplained absence in order to make sure that the student is safe.

Requests for absence (i.e. medical or dental appointments, university visits) must be made to the Headmaster and reach him at least three days in advance, except in an emergency, when parents are asked to telephone the School Office before 8.30am. Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to the Headmaster, well in advance of the proposed absence.

Term dates are published over a year in advance (see the website) in order that holidays can be arranged without disrupting a student's education. Please note that it is the Board's policy not to allow holidays to be taken during term.

BOARDERS (FULL, WEEKLY & FLEXI):

A student's boarding house is the centre of their life at school. The Head of Boarding, plus a team consisting of the Lead First Aider and other House Staff, care for all students. Together, they will be responsible for students during term, including ensuring that students are safely occupied outside normal school hours.

The School expects students to 'sign out' when they leave the School and 'sign in' on return, in order to ensure that staff always know where a student is during term time when they are in the School's care. The School expects students to live with their parent(s) or guardian when they are away from school during the week as well as in half term during term time. The School requests parents to give authority to the Head of Boarding before they leave the school to stay with another family.



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Parents/Guardians should telephone the school if a student is taken ill during a weekend and will not be returning on time. The School will always telephone Parents/Guardians if a student is more than three hours late in returning from an Exeat.

The School publishes term dates over a year in advance in order that flights can be booked without disrupting a student's education. The School therefore expects students to arrive punctually on the first day of term, and not to leave school before the last day of term.

SUMMARY OF THE LAW TAKEN FROM THE GUIDELINES FOR ISI INSPECTION:

According to the Independent School Inspectorate Standards: "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education (Student Registration) (England) Regulations 2006".

For Boarding Schools –NMS 15 states: "Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times" and "Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate".

Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll", and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met.

The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day students. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

Boarding students are covered by the Boarding Standards: National Minimum Standards. These place a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.



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ST BEES SCHOOL ATTENDANCE REGISTRATION SYSTEM.

The School uses registrations and roll calls. Students register with their Tutor in the morning at 8.35am and in the afternoon at 1.30pm. Any late registrations will need to be taken at the school office.

The following system will therefore be followed:

- If a student misses AM or PM registration they must register at the School Office.
- For reasons of welfare the School includes boarders in registrations.
- When students are not in school and we have received no letter or phone call by 9.15am, we shall contact the parents by phone.
- Students arriving late to school should report to the School Office.
- The School Office will use the information to record on the Engage MIS those who were absent and also those who were present using the categories below. A copy of the list of absentees is kept in the School Office.
- Students who are boarding will also be registered at morning and evening roll calls on House. First, Second and Third Roll Calls will be recorded on our Boarding MIS - Reach.
- Letters informing the school of future absence or explaining absence should be kept on file by the Admin Manager.
- If students are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of students on trips or matches should always be with the School Office.
- Teaching Staff should register students in lessons. If an unauthorised absence is suspected, the Office Manager should be informed immediately.



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REGISTRATION CATEGORIES

Display Symbol	Absence Type	Authorised	In Attendance
O	Absent from school without authorisation	X	X
U	Arrived in school after registration closed	X	√
D	Dual registered - at another edu establishment	√	X
V	Educational visit or trip	√	X
E	Excluded but no alternative provision made	√	X
T	Gypsy, Roma and Traveller absence	√	X
H	Holiday authorised by the school	√	X
G	Holiday not authorised or in excess of period	X	X
I	Illness (not medical or dental appointments)	√	X
J	Interview with prosp. employer or other edu estab.	√	X
L	Late arrival before register has closed	X	√
C	Leave of absence authorised by the school	√	X
M	Medical or dental appointments	√	X
X	Not required to be in school	√	X
B	Off-site educational activity	√	X
P	Participating in a supervised sporting activity	√	X
/	Present	√	√
N	Reason for absence not yet provided	X	X
R	Religious observance	√	X
#	School closed	√	X
Z	Student not on admission register	√	X
S	Study leave	√	X
Y	Unable to attend due to exceptional circumstances	√	X
W	Work experience	√	X

MAINTAINING RECORDS AND REPORTING TO THE AUTHORITIES.

If no reason for absence (N) is first entered and this is later corrected (ideally within 48 hours) to the appropriate symbol, in this case only, overwriting is allowable in the Engage/Reach MIS systems. An 'N' must not be allowed to remain indefinitely.

The schools' attendance register is backed up electronically on the Engage/Reach systems.



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Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. From 1 September 2016, the above duty is extended. **Schools must notify their 'own' local authority when they remove or add a student's name to the admissions register at nonstandard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.**

Staff are expected to promote school attendance at every opportunity. Particular vigilance is required with regard to international students (including any whose visa stipulates their attendance at the school). In such cases, the relevant authorities, rightfully, expect every member of staff to discharge their monitoring and recording duties with meticulous care.

Boarding house staff are expected to supplement the compliance registrations with a programme of regular welfare registrations (roll calls) during which the whereabouts and wellbeing of every boarder must be confirmed. Records will be kept and retained on the Engage/Reach MIS systems as an important evidence base for future inspection. These records are to be made available immediately on request.

Boarders are permitted to take weekend leave from school provided we have written confirmation that they will, regardless of age, be in the care and under the supervision of, a suitable adult. If there is any suggestion that they may be exposed to risk, then caution must be exercised in authorising the leave of absence.

Full school attendance is expected of all students unless they are ill or otherwise unavoidably detained. Absence must be followed up promptly to ensure that any risk to students is minimised.

Records will be reviewed on a termly basis to identify any patterns of absence or relevant areas of concern.

If in any doubt, the advice of the Headmaster must be taken.

In boarding, it is particularly important for staff to cultivate trusting and respectful relationships with families and, where relevant, their appointed guardians. Staff have a duty to ensure that any permission to travel or authority for absence due to ill health is authenticated. Phone conversations should be followed up with an email and, if there are any doubts, emails should be followed up with a phone call.