



Mill Hill

Instilling values, inspiring minds

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Attendance and Punctuality Policy

Effective September 2018



Index

Key Points of the Attendance and Punctuality Policy

Introduction

Aims

School Attendance and the Law

Statutory Framework

Mill Hill Foundation Expectations for Attendance

What is expected of parents/carers?

Expectations of Pupils

Mill Hill Foundation Procedures for Low Attendance

Children at Risk of Missing Education

Safeguarding and Promote the Safety of Pupils in the Mill Hill Foundation

The Attendance Register

Preservation and Amendments to the Attendance register

Appendix

Please note that this Policy is subject to the final approval of the Governors at the next Pastoral Committee meeting .

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Key Points of the Attendance and Punctuality Policy

Purpose	<ul style="list-style-type: none"> Promote good attendance and reduce absence, including persistent absence. Ensure every pupil has access to full-time education to which they are entitled. Act early to address patterns of absence to listen to reasons offered by families and offer support through the schools pastoral system Encourage parents to perform their legal duty by ensuring their children of compulsory school age, who are registered in the Foundation, attend regularly and are punctual to their lessons. Ensure compliance with relevant Education Laws, Regulations and Government guidance.
School Attendance and the Law	<ul style="list-style-type: none"> This Policy complies with the 1996 Education Act, the Education (Pupil Registration) Regulations 2006 and the Education (Pupil Registration) (England) Regulations 2013.
Procedures	<ul style="list-style-type: none"> If attendance falls below 90% in a term it should be reported to the Senior Deputy Head and a phone call/ is made by a pastoral leader. The phone call will offer families support and suggest strategies to help raise attendance. If attendance falls below 80%. Meeting between parents / carers and appropriate pastoral staff to discuss of pupil/ family circumstances. Actions agreed documented. If attendance drops below 70% without a satisfactory reason a formal letter is sent to the parents and further discussion is had with the family and Senior Staff.
Children at Risk Of Missing Education	<ul style="list-style-type: none"> In line with the Mill Hill Foundation Safeguarding Policy the Foundation has a duty by law to report to the Local Authority if a pupil is absent without the relevant school's permission for a continuous period of 10 days or more.
Tier 4 Sponsored Pupils	<ul style="list-style-type: none"> Tier 4 sponsored pupil's attendance will be monitored in line with the Home Office's UKVI requirements. In particular, the Foundation will notify the Home Office if the attendance rate of any such pupil falls below 80% for the academic year or such pupil has 10 consecutive days of unauthorised absences.
The Attendance Register	<ul style="list-style-type: none"> The attendance register is taken at the start of the first session of each school day and once during the second session and determines whether the pupil is present or absent. Absences should be followed up by the relevant school and all Foundation schools will use the national codes to record and monitor attendance. Parents/carers should contact their child's school on the first day of absence to state the reason for absence.
Preservation of the Attendance Register	<ul style="list-style-type: none"> Every entry in the attendance register must be preserved for a period of six years after the date on which the entry was made.
Punctuality	<ul style="list-style-type: none"> Sanctions for lateness or non-attendance of lessons can be found in each school's behaviour policy. Any episode of persistent lateness or an identified pattern of lateness will result in communication home from the school to discuss ways how this pattern of behaviour can be corrected.
Review	<ul style="list-style-type: none"> Policy to be reviewed Spring Term 2020

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.



Introduction

The Mill Hill School Foundation is committed to promoting good attendance and punctuality. The Foundation recognises that central to raising standards in education and to ensure uninterrupted progress, pupils need to attend school regularly. Being absent without leave can have a serious effect on a child's academic and social progress and development on their welfare. Missing out on lessons leaves children vulnerable to falling behind.

Definitions:

The Foundation: means the Mill Hill School Foundation which comprises the Senior School known as Mill Hill School, The Mount Mill Hill International, Belmont School (the preparatory school) and Grimsdell School (the pre-preparatory school). It is a registered charity and a company limited by guarantee, employing both teaching and non-teaching staff. Legal responsibility rests with the company acting by the Court of Governors, and the Headteachers having day to day responsibility for the management of the schools and the care of pupils

1. Aims

The Foundation aims to:

- Ensure every pupil has access to full-time education to which they are entitled.
- Promote good attendance and reduce absence, including persistent absence by working with and supporting parents.
- To ensure that school attendance is effectively monitored.
- To respond promptly and appropriately to attendance problems
- Encourage parents to work in co-operation with the school and perform their legal duty by ensuring their children of compulsory school age, who are registered in the Foundation, attend regularly and are punctual to their lessons.
- Ensure compliance with relevant Education Laws, Regulations and Government guidance.

2. School Attendance and the Law

This Policy complies with the 1996 Education Act, the Education (Pupil Registration) Regulations 2006 and the Education (Pupil Registration) (England) Regulations 2013.

Under the legislation parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes. Only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

Holidays during term time are normally refused unless there are exceptional circumstances which will be considered by the Head on a case by case basis. Whilst the Head of the relevant School will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused. The DfE have not provided any guidelines as to what they would consider to be exceptional circumstances. This is solely at the discretion of the Head. Where possible, the Foundation should look to have a consistent approach to all leave of absence requests – to try to ensure that requests for siblings who attend different schools are met with the same response by each Head who receives a request.

3. Statutory Framework

The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2016), published by the Department for Education (DfE).



https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

The Foundation follows guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Barnet Local Education Authority (LEA), regarding school attendance.

<https://www.barnet.gov.uk/citizen-home/schools-and-education/parents/attendance-at-school.html>

4. The Foundation Expectations for Attendance

Good attendance and punctuality is essential to ensure that pupils make good academic progress and feel part of school life. Full attendance on every school day is expected, along with specific weekend requirements for some of the schools within the Foundation such as **Chapel, Speech Day, Open Mornings and Fixtures**. Registration is required by law at the beginning of each morning session and during the afternoon session. For some of the schools within the Foundation, the process of registration is combined with Pastoral/House time, which allows tutors/HMMs to spend time with their pupils, and is hence a useful slot for pastoral work and admin.

Children that attend Nursery at Grimsdell are below the statutory age for required attendance at school but are expected to have full attendance (unless ill or authorized) in accordance with this policy in order to maintain their place within the Foundation. Full attendance in Nursery is beneficial to children providing consistency and familiarity in routine. It enables them to develop relationships with their peers and teachers.

5. What is expected of parents/carers?

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law.

Parents should:

- Ensure their child attends daily (or on the days they are required to attend) and on time.
- Keep their child's school fully informed on all matters that might affect their child's attendance.
- Telephone their child's school or email the appropriate school office on the first day of any absence to provide an explanation for the absence. Where the school is unable to make contact by phone a letter will be sent
- Provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence when the school requests proof of absence.
- Make doctors and dental appointments for their children outside school hours wherever possible
- Plan family holidays outside term time
- Make a formal application in writing with sufficient notice to the Head of the relevant School for any term time leave of absence prior to proposed dates.
- There is an expectation for parents to work with the Foundation to resolve any attendance issues.
- Attend a meeting at their child's school to find a way of improving attendance if attendance becomes a problem.
- Work co-operatively with the local authority/ outside agencies should their child's school deem it necessary to support/ resolve high levels of absence.

Parents of international boarders

Parents of international boarders must make sure that holidays are not extended either side of the School holidays. However, in order to accommodate the ease of returning home when taking long-haul flights, pupils will be permitted to leave their School during the day of the last day of term or half-term. They will not be given permission to miss any part of the preceding School day.

Parents are therefore urged to book flights well ahead of the holidays so that they do not encounter problems with limited availability of



flights.

6. Expectations of Pupils

Pupils are expected to attend school every day, when school is in session, as long as they are fit and healthy enough to do so.

Pupils should:

- Attend all lessons and all relevant activities when at school.
- Pupils are expected to be punctual and arrive at lessons on time particularly those which come after a break/ lunch.
- Pupils are expected to be ready to learn and organised with the right equipment.
- In the case of sickness pupils should inform their parents/carers who will in turn be expected to contact their child's school. (If pupils decide to call the school themselves, the absence will not be authorised)
- Pupils are expected to follow the protocols in place for late arrival and can expect sanctions in line with their school's behavioural policy.
- Pupils may be asked to bring in proof of illness, sickness or other causes of absence
- Pupils are encouraged to inform a trusted adult if they are being bullied or if they feel uncomfortable for any other reason while they are in the school environment

7. The Foundation Procedures for Low Attendance

On occasions when lengthy absence is known and understood the Foundation will support families to ensure a continuity of education

In addition to regular monitoring, attendance statistics are formally checked by pastoral staff and, while the particular circumstances of individual pupils and families will always be taken into account, parents and carers can expect the series of actions set out in Figure 1 on page 7 hereto.

Where a pupil has been through Stages 1 to 3, as set out in Figure 1 and improved their attendance only for it to decline again, it is at the discretion of senior pastoral staff to decide which stage of the process the pupil should be placed upon,

involving pupil and parents accordingly.

Outside agencies, such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil. Pupils with a poor punctuality record can expect to receive appropriate sanctions, in accordance with the Foundation's Behaviour Policy.

8. Children at Risk of Missing Education

The Foundation will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent without their school's permission for a continuous period of 10 days or more.

Also, the Foundation will, after making appropriate checks, report all Children Missing from Education after a period of 10 consecutive days to the Local Authority Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education. This is in line with the Foundation's policy to Safeguard and Promote the Safety of Pupils at the Foundation, which can be found on the Foundation website.

9. Tier 4 Sponsored Pupil's Attendance

The Foundation will monitor the attendance of any pupil who is attending a Foundation School under a Mill Hill School Foundation sponsored Confirmation of Acceptance of Studies (CAS) in line with the provisions of this Policy save that the Foundation will notify the Home Office if the attendance rate of any such pupil falls below 80% for the academic year. In addition, the Procedures for Poor Attendance in Figure 1 shall be amended so that at Stage 2 (pupils with attendance below 85% for the academic year) in addition to the meeting with parents/carers, there should be a Formal review with the Head of the relevant school which will include a review of the pupil's place in the School, in accordance with the Foundation's Terms and Conditions. Stages 3 and 4 will not apply.

The Foundation will report the absence of a pupil who is attending one of its Schools under a Mill Hill School Foundation sponsored CAS in accordance



with the requirement of UKVI which means that the Foundation will notify the Home Office if any such pupil has 10 consecutive days of unauthorised absences.

10. The Attendance Register

10.1 Each school within the Foundation has its own registration procedures which are set out in the Appendix 1 hereto.

For all the schools the register will record whether every pupil is:

- Present;

- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to ascertain the reason; ensure the proper safeguarding action is taken; identify whether the absence is approved or not; and identify the correct code to use.

The national codes will be used by all Foundation Schools to record and monitor attendance and absence as shown below.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site	Present
C	Other Authorised Circumstances	Authorised absence
D	Attending other establishment	Present
E	Excluded but no alternative provision made	Authorised absence
F	Extended family holiday	Agreed
G	Family Holiday (NOT agreed)	Unauthorised absence
H	Family Holiday	Authorised absence
I	Illness (not medical/dental appointments)	Authorised absence
J	Interview	Present
K	No PE Kit	Present
L	Late (before registers closed)	Present
M	Medical or dental appointments	Authorised absence
N	Reason for absence not yet provided	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Attending music lessons	Authorised absence
U	Late after registration closed	Unauthorised absence
V	Educational visit or trip (including residential)	Present
W	Work experience	Authorised
X	Not required to be in school	Administrative code
Y	Enforced closure	Administrative code
Z	Pupil not on roll	Administrative code
#	School closed to all pupils	Administrative code



10.2 Preservation and Amendments to the Attendance register

Every entry in the attendance register must be preserved for a period of six years after the date on which the entry was made. Every amendment made to the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Last review September 2018

By resolution of the Pastoral Committee of the Court of Governors

Signed:

Date:

Chairman of the Pastoral Committee of the Court of Governors

Figure 1 – Procedures for Poor Attendance

Stage	Stage 1
%	Pupils with attendance below 90% for the academic term
Action	Contact by email or telephone from pastoral staff to advise that the pupil's attendance is becoming a cause for concern.
Support	Discussion of pupil's circumstances and an agreement to improve attendance.
	
Stage	Stage 2
%	Pupils with attendance below 85% for the academic year
Action	Meeting between parents / carers and appropriate pastoral staff to discuss pupil/family circumstances. Actions agreed documented.
Support	Monitoring and attendance targets put in place. Additional support applied as necessary.
	
Stage	Stage 3
%	Pupils with attendance below 70% for the academic year.
Action	Meeting with parents / carers and senior pastoral staff and discuss pupil's/family circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme. School to report/seek advice from the local authority.
Support	Agreement of a high-priority attendance improvement plan/ pastoral support/ counselling
	
Stage	Stage 4
%	Pupils with attendance below 60% for the academic year.
Action	Formal review with the Head, (Senior School) or Head Master or Head Mistress (MMHI, Belmont School and Grimsdell). This may include consideration of repeating the academic year and a review of the pupil's place in the School, in accordance with the Foundation's Terms and Conditions
Support	Pastoral support, Education welfare officer, GP or counsellor



Appendix 1

Part 1

Registration for Mill Hill School

Registration

The School Attendance Register is a legal document and should be marked in blue or black ink at all times. Electronic registers count as the register having been marked in black ink.

At Mill Hill School, registration takes place electronically, from classroom bases.

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the School to know when pupils are or are not on the premises. At Mill Hill school all students will be registered; boarding pupils, day pupils and Sixth-Form pupils. This ensures a check on pupils' whereabouts for reasons of welfare or health and safety, and also monitors attendance for pastoral and educational reasons.

The attendance register must be completed at the start of each morning session and afternoon session, as well as at the start of individual periods. Tutors will usually take the register using their classroom computer.

Entries on the system must show whether the pupil is:

- a) Present
- b) Absent
- c) Attending an approved educational activity outside school (approved by the Head and supervised by a person approved by the Head, and including work experience or sporting activity);
- d) Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school, where the home is not within walking distance)
- e) Taking authorised absence (granted leave of absence by the Head or person acting on the Head's 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)
- f) Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The DfE has a standard set of codes for schools to use in registers which has been adopted by Mill Hill. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within two weeks) with the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.

It is the responsibility of the Attendance Secretary to regularly check the electronic registers, following up any absences and ensuring that the system is up to date and accurate, this information will be conveyed to Housemasters.



SYMBOLS FOR REGISTRATION

- / Present for Morning Session
- \ Present for Afternoon Session
- L Late arrival before the register has closed

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

- B Off-site educational activity
- D Dual registered – at another educational establishment
- J At an interview with prospective employers, or another educational establishment
- P Participating in a supervised sporting activity
- V Educational visit or trip
- W Work experience

Authorised Absence from School – Absence codes when pupils are not present in school are as follows:

- C Leave of absence authorised by school
- E Excluded but no alternative provision made
- H Holiday authorised by the school
- I Illness (not medical or dental appointments)
- M Medical or dental appointment
- R Religious observance
- S Study Leave
- T Gypsy, Roma and Traveller absence

Unauthorised Absence from School

- G Holiday not authorised by the school or more than the period determined by the Head.
- N Reason for absence not yet provided
- O Absent without authorisation i.e.
 - i) without parental knowledge,
 - ii) where no written or verbal communication is received from parent/guardian
 - iii) where the reason is inappropriate
- U Arrived in school after registration closed

Administrative Codes

- X Not required to be in School
- Y Unable to attend due to exceptional circumstances
- Z Pupil not on admission register

REGISTRATION PERIOD

Roll Call is the name given to the AM and PM registration and is defined as a 5 minute time slot from 8.20am to 8.25am and from 2.00pm to 2.05pm.

Procedures for Tutors taking registration:

1. Pupil is physically in front of tutor at the allotted time: Tutor records / for AM \ for PM using the electronic device;
2. Pupil is not physically in front of the tutor: Tutor records N (reason for absence not yet provided);
3. Formal registration closes at 8.25am and 2.05pm;
4. Pupil arrives late but before 8.30am/2.05pm: Tutor records L (Late);
5. Pupil turns up after 8.30am: Pupil goes to Front Office to sign into the Late book, not to House, explaining the reason for late arrival. The Attendance Secretary will alter the electronic register



from N to L (if the reason is deemed to be valid) or N to U (Late after Registration closed and there is no valid reason);

6. Day House tutors: by 8.40am and 2.05pm tutors must have submitted their registers electronically so that the Attendance Secretary can begin the task of consolidating the registers on the system to establish which pupils have still not been seen by that stage and whose absence is therefore unauthorised.
7. Boarding House tutors: by 8.30am and 2pm tutors must have submitted their registers electronically so that the Attendance Secretary can begin the task of consolidating the registers on the system to establish which pupils have still not been seen by that stage and whose absence is therefore unauthorised.
8. The School has a responsibility to physically check whether a pupil who has been marked N is physically present in his/her first lesson before phoning home. At 8.45am and 2.05pm the Attendance Secretary will print off a list of those pupils who are unaccounted for. This list will form the basis of the School's first day contact procedures
9. First Day Contact: The following steps will be taken to establish the whereabouts of a pupil who has been identified as absent from registration:
 - Late book will be checked
 - Office staff will telephone the Medical Centre and the Library
 - Lists of pupils on approved activities will be checked e.g. sports fixtures, trips file, Community Action etc

If the pupil remains unaccounted for a member of staff will go to the classroom of those pupils who are absent to check if a pupil marked N is there. If the pupil is absent from the class, a member of the Office staff/HMM will ring home to verify the absence;

Summary of the sequence of events:

- Register in House/Late book
 - Office staff/HMM check Late book/Medical Centre/Library/Approved Activity lists
 - Office staff/HMM physically check period 1 or 5
 - Call home
10. Usually, the N is changed to reflect the appropriate absence code (if authorised). If not believed or time has elapsed then O is entered to denote an unauthorised absence. There are other codes in use as per official DFE attendance codes and it is important that these are used accordingly;
 11. Written confirmation of an absence must be sought and a copy of the letter/email held on the pupil care file in House. For any information received by telephone, a note of the call must be made by the Tutor / Housemaster / Housemistress / House Parent in a centrally kept log/daily sheet for future reference.

ADDITIONAL INFORMATION:

Educational Visits, sports fixtures, music lessons and activities

- Staff who take pupils away on a sporting fixture/educational visit before a registration period (am or pm) must ensure that they take a face to face roll of the pupils travelling to the event and leave a copy of this list in the Front office for it to be recorded on the system.
- Where possible, colleagues should avoid organising on site events that cut across the formal registration period. If this is unavoidable, however, staff must inform Tutors, HMM/HP, the Attendance Secretary and the Front office of the pupils who are affected e.g. a home sporting fixture, Chapel Choir, Community Action

Consolidation of electronic register

- HMM/HP must ensure, together with their team of tutors, that electronic registers are kept up to



date with no outstanding absences that are more than two weeks old (unless agreed with Deputy Head Pastoral)

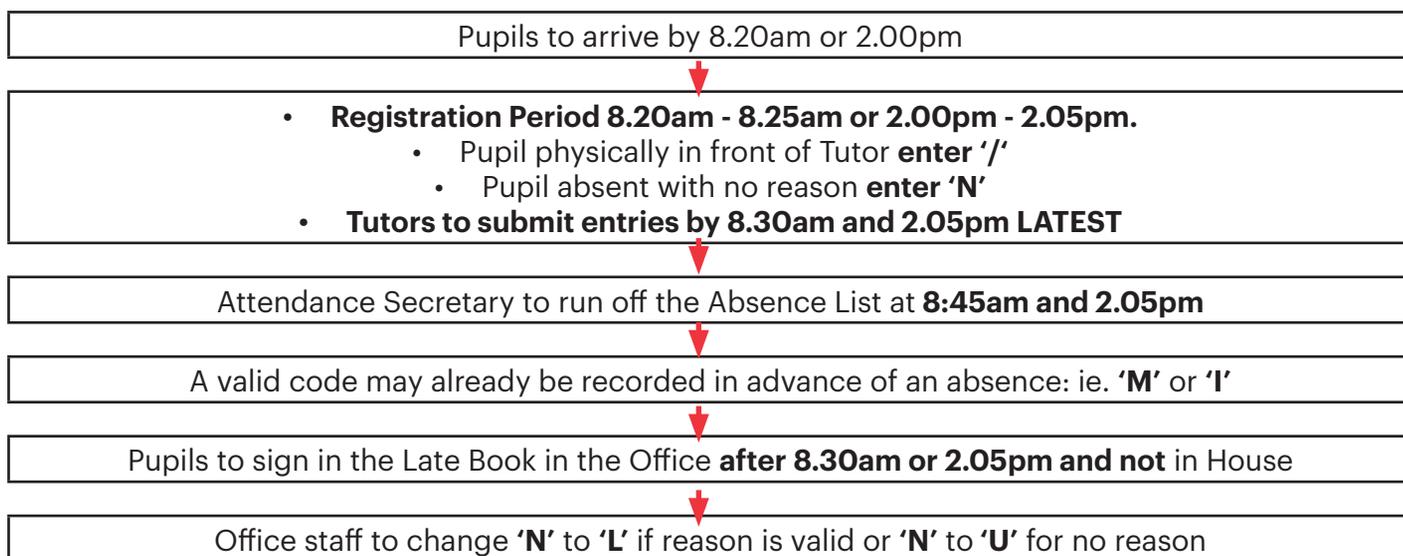
- Monthly print outs of the electronic register will be run off for HMM to check and make any necessary amendments.
- Once the electronic system has been updated a final copy of the electronic register will be printed off, bound and stored for a period of no less than six years. A back up disk is also produced on a monthly basis.

Following up patterns of poor attendance and punctuality

Print outs of attendance data will be regularly monitored by HMM/HP and members of the School's Pastoral Management Team. Together, they will identify patterns of poor attendance and punctuality and will actively seek to address the situation with pupils and parents.

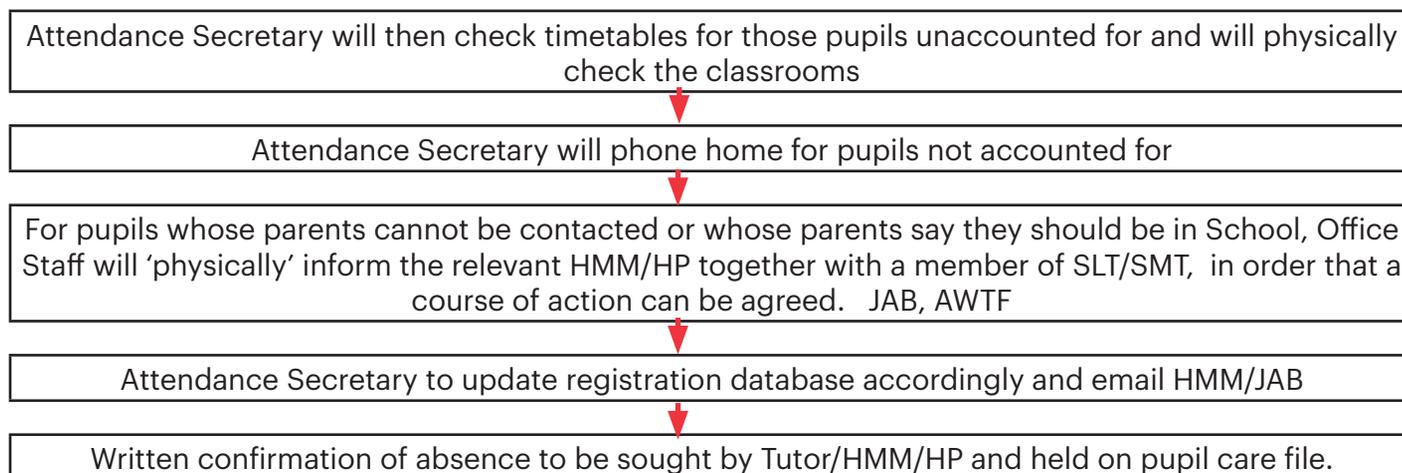
NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly, and
- Deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.



From 8.45am and 2.05pm Office staff to check absence against:

- Late Book
- Weekly Calendar, plus: Trips File – to check if a trip is scheduled (may need to contact member of staff or Educational Visit Co-ordinator (TJV) for up to date list of travellers)
- Sports Fixtures File – to check for up to date list of team members from member of staff or Director of Sport (TJV)
- Community Action Lists
- Medical Centre
- Matron (if a boarder)
- Library
- Science Technicians



PART 2

Registration for the Mount, Mill Hill International (MMHI)

REGISTRATION

The School Attendance Register is a legal document and should be marked in blue or black ink at all times. Electronic registers count as the register having been marked in black ink.

At The Mount, Mill Hill International, registration takes place electronically morning and afternoon, from classroom bases.

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the School to know when pupils are or are not on the premises. At The Mount, Mill Hill International all pupils will be registered: both boarding pupils and day pupils. This ensures a check on pupils' whereabouts for reasons of welfare or health and safety, and monitors attendance for pastoral and educational reasons.

The attendance register must be completed at the start of each morning session and afternoon session (on iSAMS). At this time it is not possible for subject teachers to take the register using iSAMS on a lesson by lesson basis. A Google Sheet has been set up for the purpose of lesson by lesson registration and teachers are strongly encouraged to complete this on the classroom computer. On Saturdays registration in academic sessions is also done via a Google Sheet.

Entries on the system must show whether the pupil is:

- Present
- Absent
- Attending an approved educational activity outside school (approved by the Head and supervised by a person approved by the Head, and including work experience or sporting activity);
- Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school, where the home is not within walking distance)
- Taking authorised absence (granted leave of absence by the Head or person acting on the Head's 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)
- Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The DfE has a standard set of codes for schools to use in registers, which has been adopted by The



Mount, Mill Hill International. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within two weeks) with the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.

It is the responsibility of the School Office to regularly check the electronic registers, following up any absences and ensuring that the system is up to date and accurate.

SYMBOLS FOR REGISTRATION

- / Present for AM Registration
- \ Present for PM Registration
- L Late arrival before the register has closed

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

- B Off-site educational activity
- D Dual registered – at another educational establishment
- J At an interview with prospective employers, or another educational establishment
- P Participating in a supervised sporting activity
- V Educational visit or trip
- W Work experience

Authorised absence from School – absence codes when pupils are not present in School are as follows:

- C Leave of absence authorised by the School
- E Excluded but no alternative provision made
- H Holiday authorised by the School
- I Illness (not medical or dental appointments)
- M Medical or dental appointment
- R Religious observance
- S Study leave
- T Gypsy, Roma and Traveller absence

Unauthorised absence from School

- G Holiday not authorised by the School or more than the period determined by the Head
- N Reason for absence not yet provided
- O Absent without authorisation, i.e.
 - without parental knowledge;
 - where no written or verbal communication is received from the parent/guardian
 - where the reason is inappropriate
- U Arrived in School after registration closed

Administrative codes

- X Not required to be in School
- Y Unable to attend due to exceptional circumstances
- Z Pupil not on admission register



REGISTRATION PERIOD

Registration is the name given to the AM and PM registration and is defined as a 10 minute time slot from 08:20 to 08:30 and from 13:50 to 14:00.

1. Procedures for Tutors taking registration:
2. pupil is physically in front of Tutor at the allotted time: Tutor records / for AM \ for PM using the electronic device;
3. pupil is not physically in front of the Tutor: Tutor records N (reason for absence not yet provided);
4. formal registration closes 08:30 and 14:00;
5. pupil arrives late but before 08:30/14:00: Tutor records L (Late);
6. pupil arrives after 08:20: Pupil goes to School Office to sign into the Late Book, explaining the reason for late arrival. The School Office will alter the electronic register from N to L (if the reason is deemed to be valid) or N to U (Late after Registration closed and there is no valid reason);
7. by 08:30 and 14:00 Tutors must have submitted their registers electronically so that the School Office can begin the task of consolidating the registers on the system to establish which pupils have still not been seen by that stage and whose absence is therefore unauthorised;
8. the School has a responsibility to physically check whether a pupil who has been marked N is physically present in his/her first lesson before phoning home. At 08:45 and 14:15 the School Office will print off a list of those pupils who are unaccounted for. This list will form the basis of the School's first day contact procedures;
9. The following steps will be taken to establish the whereabouts of a pupil who has been identified as absent from registration:
 - Late Book will be checked
 - The School Office will go to the classroom of those pupils who are absent to check if a pupil marked N is there
 - School Office will telephone the Medical Centre and the House Matron
10. Usually, the N is changed to reflect the appropriate absence code (if authorised). O is entered to denote an unauthorised absence. There are other codes in use as per official DfE attendance codes and it is important that these are used accordingly;
11. Written confirmation of an absence must be sought and a copy of the letter/e-mail held in the pupil file (electronically). For any information received by telephone, a note of the call must be made by the School Office and saved onto the electronic register.

ADDITIONAL INFORMATION

Educational visits, sports fixtures, music lessons and activities

Staff who take pupils away on a sporting fixture/educational visit before a registration period (AM or PM) must ensure that they take a face-to-face roll of the pupils travelling to the event and leave a copy of this list in the School Office for it to be recorded on the system.

Where possible, colleagues should avoid organising on site events that cut across the formal registration period. If this is unavoidable, however, staff must inform Tutors, HMM/HPs, and the School Office of the pupils who are affected e.g. a home sporting fixture, Chapel Choir, Community Action.

Following up patterns of poor attendance and punctuality

Monthly attendance reports are generated by the School Office and are monitored by the Senior Leadership Team. Patterns of poor attendance and punctuality are identified and staff will actively seek to address the situation with pupils, parents and guardians.

NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly,
- Deletion from the school register when the next school is not known. In this last case,



independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

Morning Registration Procedure

Pupils to arrive at School from 08:00 to 08:20

Registration in classroom bases from 08:20 to 08:30

- Pupils physically in front of the Tutor, enter /
- Pupils absent with no reason, enter N
- Tutors to submit entries by 08:30

Pupils arriving after 08:20 to sign in the Late Book

School Office to change N to L or U

Head's PA and Receptionist to run off the Absence list and Fire Register at 08:45

A valid code may already be recorded in advance of an absence: i.e. M or I

Afternoon Registration Procedure

Pupils to register in classroom bases from 13:50 to 14:00

Pupils attending afternoon activities at Mill Hill School to register in House and at activity

- Pupils physically in front of the Tutor, enter \
- Pupils absent with no reason, enter N
- Tutors to submit entries by 14:00

Pupils arriving after 13:50 to sign in at the School Office

School Office to change N to L or U

A valid code may already be recorded in advance of an absence: i.e. M or I

PART 3

Registration for Belmont School

Registration Procedure

The School Attendance Register is a legal document and should be marked in blue or black ink at all times. Electronic registers count as the register having been marked in black ink.

At Belmont, registration takes place electronically, from classroom bases. In the event of computer failure back up paper registers are kept in the School Office and are uploaded to the school database at the earliest opportunity.

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the School to know when pupils are or are not on the premises. At Belmont, all pupils register in the morning and again in the afternoon. This ensures a check on pupils' whereabouts for reasons of welfare or health and safety, and monitors attendance for pastoral and educational reasons.

The attendance register must be completed at the start of each morning session and at the end of the school day. Tutors will usually take the register using their classroom computer.

Entries on the system must show whether the pupil is:

1. Present
2. Absent
3. Attending an approved educational activity outside school (approved by the Head, Pastoral Deputy, Head of Lower School or Head of Year, including school visits, work experience or sporting activity);
4. Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school, where the home is not within walking distance)
5. Taking authorised absence (granted leave of absence by the Head or person acting on the Head's 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)
6. Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The DfE has a standard set of codes for schools to use in registers which has been adopted by the Foundation. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within an hour) with the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain beyond the school day.

It is the responsibility of the Attendance Secretary to regularly check the electronic registers, following up any absences and ensuring that the system is up to date and accurate, this information will be conveyed to the Senior Deputy Head.

SYMBOLS FOR REGISTRATION

- / Present for Morning Session
- \ Present for Afternoon Session
- L Late arrival before the register has closed (Lateness symbol not used at Belmont due to the age of the children)

Attendance codes for when Belmont pupils are present at approved off-site educational activity are as follows:

- J At an interview with another educational establishment
- P Participating in a supervised sporting activity
- V Educational visit or trip

Authorised Absence from School – Absence codes when pupils are not present in school are as follows:

- C Leave of absence authorised by school
- E Excluded but no alternative provision made
- H Holiday authorised by the school
- I Illness (not medical or dental appointments)
- M Medical or dental appointment
- R Religious observance
- S Study Leave (Year 8 only)
- T Gypsy, Roma and Traveller absence

Unauthorised Absence from School

- N Reason for absence not yet provided
- O Absent without authorisation i.e.
 - i) Without parental knowledge,
 - ii) Where no written or verbal communication is received from parent/guardian
 - iii) Where the reason is inappropriate

REGISTRATION PERIOD

Morning Registration and Afternoon Registration is the name given to the AM and PM registration.

Procedures for Tutors taking registration:

1. Pupil is physically in front of tutor at the allotted time: Tutor records / for AM \ for PM using the electronic device;
2. Pupil is not physically in front of the tutor: Tutor records N (reason for absence not yet provided);
3. Formal registration closes at Belmont 8:30am in the morning & 3:20pm (Yr3&4) 3:45pm (Yr5&6) 4:00pm (Yr7 &8)
4. Belmont do not record lates due to the age of the children
5. Pupil turns up after 8.30am: Pupil goes to School Office to sign into the arrival book. The School



- Office will alter the electronic register from N to Present.
6. By 8.40am and 3.20pm (Yr 3 & 4)/3.45pm (Yr 5 & 6)/ 4.00pm (Yr 7 & 8), all tutors must have submit their registers electronically so that the School Office can begin the task of consolidating the registers on the system to establish which pupils have still not been seen by that stage and whose absence is therefore unauthorised.
 7. At Belmont, form tutors send any child who has arrived late to registration to the school office. Late arrivals at the school site sign in via the school office. For pupils who remain unaccounted for, the School Office will call home to ascertain their whereabouts.
 8. First Day Contact: The following steps will be taken to establish the whereabouts of a pupil who has been identified as absent from registration:
 - Late book will be checked
 - Lists of pupils on approved activities will be checked e.g. morning activities, sports fixtures, trips file, Community Action etc

If the pupil remains unaccounted for, a member of the School Office staff will ring home to verify the absence;

Summary of the sequence of events:

- Check register in arrival book
 - School Office staff check with the Nurse/Approved Activity lists
 - Call home
 - In the event parents cannot be contacted, School Office staff check lessons and with Form Tutor to ensure they have not arrived later.
9. At Belmont, registers are not closed until every child is accounted for.
 10. Written confirmation of an absence must be sought and a copy of the letter/email held on the pupil care file in the School Office. For any information received by telephone, a note of the call must be made by the Tutor / Housemaster / Housemistress / House Parent/ Head of Year / Head of Lower School or Deputy Head (Grimsdell) in a centrally kept log/daily sheet for future reference. All absences at Belmont are centrally uploaded immediately after discussion with permission is granted.

ADDITIONAL INFORMATION:

Educational Visits, sports fixtures, music lessons and activities

- Staff who take pupils away on a sporting fixture/educational visit before a registration period (am or pm) must ensure that they take a face to face roll of the pupils travelling to the event and leave a copy of this list in the Front office for it to be recorded on the system.
- Where possible, colleagues should avoid organising on site events that cut across the formal registration period. If this is unavoidable, staff must inform Tutors, the School Office and Belmont Staff who are affected e.g. a home sporting fixture, Chapel Choir, Community Action

Consolidation of electronic register

- School Office must ensure, together with their team of tutors, that electronic registers are kept up to date with no outstanding absences that are more than two weeks old (unless agreed with Deputy Head Pastoral)
- All electronic registers at Belmont are kept up to date on a daily basis. No absence is unaccounted for or left outstanding at the end of the school day.
- A back up disk is also produced on a monthly basis.

Following up patterns of poor attendance and punctuality

Print outs of attendance data will be regularly monitored by Head of Year, Head of Lower School and Senior Deputy Head. Together, they will identify patterns of poor attendance and punctuality and will



actively seek to address the situation with pupils and parents.

NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly, and
- Deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

MORNING AND AFTERNOON REGISTRATION PROCEDURE

Belmont 8:20am and Yr 3 & Yr 4 (3:00pm-3:20pm) Yr 5 Yr 6 (3:30 -3:45pm) Yr 7 & Yr8 (3:40-4pm)

- Registration Period
 - Belmont 8:20 – 8:40am & between 3-4pm
 - Pupil absent with no reason – Enter (N)
- Tutors to submit entries by 8:40am and 5 minutes after allocated PM registration

School Office to run off the absence list at
Belmont 10:00am accompanied by a list of pupils leaving early or returning to us later in the day

A valid code may already be recorded in advance of an absence i.e 'M' OR 'I'

Pupils to sign in the Arrival Book in the Office after 8.30am at Belmont

Office staff to change 'N' to 'P' once child arrives in school.

From 8.40am and 3:20pm Belmont Office staff to check absence against:

- Arrival Book
- Weekly Calendar, plus: Trips File – to check if a trip is scheduled (may need to contact member of staff or Educational Visit Co-ordinator (TJV) for up to date list of travellers)
- Sports Fixtures File – to check for up to date list of team members from member of staff or Director of Sport)
- Morning clubs
- Community Action Lists
- Medical Centre
- Library
- Science Technicians

School Office (Belmont) will then check timetables for those pupils unaccounted for and will physically check the classrooms

School Office (Belmont) will phone home for pupils not accounted for

For pupils whose parents cannot be contacted or whose parents say they should be in school. Office staff will 'physically' inform a member of the SLT/SMT in order that a course of action can be applied. Missing child Policy procedures followed if necessary



▼

Written confirmation of absence to be sought by HOY/ HOLS or Senior Deputy Head
Confirmation to be held on record on the pupils school file

PART 4 **Registration for Grimsdell School**

Registration

The School Attendance Register is a legal document and should be marked in blue or black ink at all times. Electronic registers count as the register having been marked in black ink.

At Grimsdell, registration takes place electronically, from classroom bases.

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the School to know when pupils are or are not on the premises. At Grimsdell School all students will be registered. Nursery students are registered as AM or PM. This ensures a check on pupils' whereabouts for reasons of welfare or health and safety, and also monitors attendance for pastoral and educational reasons.

The attendance register must be completed at the start of each morning session and afternoon session. Teachers will usually take the register using their classroom computer.

Entries on the system must show whether the pupil is:

1. Present
2. Absent
3. Attending an approved educational activity outside school (approved by the Head and supervised by a person approved by the Head, and including work experience or sporting activity);
4. Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school, where the home is not within walking distance)
5. Taking authorised absence (granted leave of absence by the Head or person acting on the Head's 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)
6. Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The DfE has a standard set of codes for schools to use in registers which has been adopted by Grimsdell. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within two weeks) with the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.

It is the responsibility of the school secretary to regularly check the electronic registers, following up any absences and ensuring that the system is up to date and accurate, this information will be conveyed to the Senior Deputy Head.

SYMBOLS FOR REGISTRATION

- / Present for Morning Session
- \ Present for Afternoon Session
- L Late arrival before the register has closed

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

- B Off-site educational activity
- J At an interview with another educational establishment
- P Participating in a supervised sporting activity
- V Educational visit or trip

Authorised Absence from School – Absence codes when pupils are not present in school are as



follows:

- C Leave of absence authorised by school
- E Excluded but no alternative provision made
- H Holiday authorised by the school
- I Illness (not medical or dental appointments)
- M Medical or dental appointment
- R Religious observance
- T Gypsy, Roma and Traveller absence

Unauthorised Absence from School

- G Holiday not authorised by the school or more than the period determined by the Head.
- N Reason for absence not yet provided
- O Absent without authorisation i.e.
 - i) without parental knowledge,
 - ii) where no written or verbal communication is received from parent/guardian
 - iii) where the reason is inappropriate

Administrative Codes

- # School closed to pupils
- X Not required to be in School
- Y Enforced closure
- Z Pupil not yet on roll

REGISTRATION PERIOD

Roll Call is the name given to the AM and PM registration and is defined as a 10 minute time slot from 8.30am to 8.40am and from 1.05pm to 1.15pm. Nursery PM is from 12:20pm-12:30pm.

Procedures for Teachers taking registration:

1. Pupil is physically in front of teacher at the allotted time: Teacher records / for AM \ for PM using the electronic device;
2. Pupil is not physically in front of the teacher: Teacher records N (reason for absence not yet provided);
3. Formal registration closes at 8.40am and 1.15pm;
4. Pupil arrives late but before 8.40am/1.15pm: Teacher records L (Late);
5. Pupil turns up after 8.40am: The School Secretary will alter the electronic register from N to L (if the reason is deemed to be valid);
6. The School has a responsibility to physically check whether a pupil who has been marked N is physically present in his/her first lesson before phoning home. At 8.45am and 1.30pm the School Secretary will contact parents of those pupils who are unaccounted for;
7. First Day Contact: The following steps will be taken to establish the whereabouts of a pupil who has been identified as absent from registration:

Summary of the sequence of events:

- Register in class
- Office staff check Medical Centre/Approved Activity lists e.g. trips
- Office staff physically check classroom absence
- Call home

If the pupil remains unaccounted for a member of staff will go to the classroom of those pupils who are absent to check if a pupil marked N is there. If the pupil is absent from the class, a member of the office staff will ring home to verify the absence;

1. Usually, the N is changed to reflect the appropriate absence code (if authorised). If sufficient time has elapsed then O is entered to denote an unauthorised absence. There are other codes in use as per official DFE attendance codes and it is important that these are used accordingly;
2. Written confirmation of an absence must be sought and a copy of the letter/e mail held on the



pupil care file in House.

ADDITIONAL INFORMATION:

Educational Visits, sports fixtures, music lessons and activities

- Staff who take pupils away on a sporting fixture/educational visit before a registration period (am or pm) must ensure that they take a face to face roll of the pupils travelling to the event and leave a copy of this list in the school office for it to be recorded on the system.
- Where possible, colleagues should avoid organising on site events that cut across the formal registration period. If this is unavoidable, however, staff must inform Teachers and the School Secretary of the pupils who are affected e.g. a home sporting fixture, Choir trip.

Consolidation of electronic register

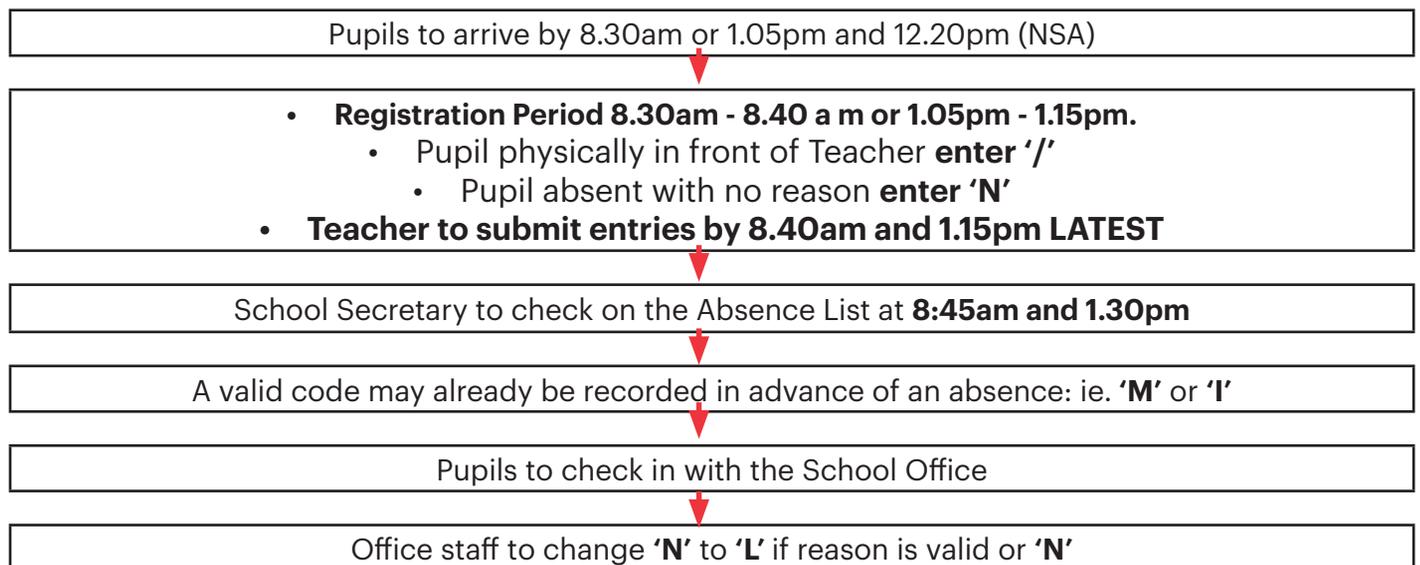
- The Senior Deputy Head must ensure, together with their team of teachers, that electronic registers are kept up to date with no outstanding absences that are more than two weeks old (unless agreed)
- Half termly reports from the electronic register will be run off for the Senior Deputy Head to check and make any necessary amendments.

Following up patterns of poor attendance and punctuality

Print outs of attendance data will be regularly monitored by the Senior Deputy Head. He/she will identify patterns of poor attendance and punctuality and will actively seek to address the situation with pupils and parents.

NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly, and
- Deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.



From 8.45am and 1.30pm Office staff to check absence against:



- Weekly Calendar, plus: Trips File – to check if a trip is scheduled (may need to contact member of staff or Educational Visit Co-ordinator for up to date list of travellers)
- Sports Fixtures File – to check for up to date list of team members from member of staff
- Medical Centre

School Secretary will then physically check the classrooms for those pupils unaccounted for

School Secretary will phone home for pupils not accounted for

For pupils whos parents cannot be contacted or whose parents say they should be in School, Office Staff will 'physically' inform the Senior Deputy Head together with a member of SLT/SMT, in order that a course of action can be agreed.

School Secretary to update registration database accordingly and email Senior Deputy Head

Written confirmation of absence to be sought by School Secretary/Teacher/Senior Deputy Head and held on a pupil care file.

Instilling values, inspiring minds
millhill.org.uk



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