



GUILDFORD HIGH SCHOOL

6-5 ATTENDANCE

Including children missing education policy

REGISTRATION

All Senior School pupils from Years 7 to Year 13 are registered twice a day by their Form Tutor, at the start of their school day at 8:30 and immediately after lunch at 14:30. The register is completed via iSAMS; procedures and codes can be found in the appendix to this policy. All Sixth Form pupils must attend registration.

All Junior School pupils from EYFS to Year 6 are registered twice a day by their Form Tutor, at the start of their school day at 8:30 and immediately after lunch at 13:15. As with the Senior School, the register is completed via iSAMS.

All pupils are required to attend registration, and we structure the school day so there are very few occasions when a pupil would need to be absent from registration. Occasions when a pupil may be absent from registration but in school would be:

1. Music lesson / language conversation / LAMDA class running over registration - In these cases the pupil must tell the Receptionist that they are present and sign in before their lesson.
2. Native speakers' lesson and SPAG lesson in which the teacher running the session will register the pupils and then inform the Receptionist by email, no later than 8:40 the record of attendance.

If a pupil arrives in school late (after 8:40), for example due to bad traffic, they must sign in at Reception. In these cases, the Receptionist will then update the electronic register accordingly.

ABSENCE

If a pupil is going to be absent from school due to illness, or an urgent medical appointment, parents are asked to notify the school via the email address pupilabsence@guildfordhigh.co.uk copying in the Head of Year and Form Tutor by 8:20 on every day of absence. The register should be updated to note the absence, for the whole day, using the correct code by the Receptionist. At the end of the period of absence a note, which can be in the form of an email, should be brought or sent to the Form Tutor. The Form Tutor should update the electronic register once the note has been received to explain the absence.

Tutors must forward the email explaining the absence to the HoY for filing; any hard copy note should be handed to the nurse.

In the Junior School, if a pupil is going to be absent from school due to illness, or an urgent medical appointment, then parents are asked to notify the school by 8:20 via the email addresses: guildford-junioroffice@guildfordhigh.co.uk and josephine.ansell@guildfordhigh.co.uk. The register should be updated to note the absence, using the correct code, by the Receptionist. The Form Tutor should also be informed of the absence either via email or by a note.

Term dates are published well in advance and no pupil should expect to be allowed to leave early. Permission is needed from the Headmistress (or the Head Teacher in the Junior School) to finish school early and is only granted in very special circumstances, as it creates difficult precedents and inconveniences teachers.

From time to time, opportunities do arise for pupils to attend events or have special family occasions in school time. Permission should be sought from the Headmistress (or the Head Teacher in the Junior School) who is prepared to consider requests from parents of pupils to be absent from school for such events, but we do ask for as much notice as possible and supportive acceptance if for any reason we feel that permission should not be granted. The Form Tutor and HoY will be alerted by the Headmistress's PA when permission has been granted, and the electronic register must be updated by the Form Tutor to record the absence in advance. In some cases a 'U' may be recorded if permission has not been granted.

Absence from registration due to pupils attending an approved educational activity will be recorded on iSAMS. Before the trip or visit departs, a register must be taken and the Form Tutor will update the register with a code 'J'. On the educational activity, the group leader will keep their own paper register and will inform the receptionist of any changes.

LATENESS

All pupils and staff must be in their Form Rooms at 08:30 and 14:30. Pupils arriving into school after 08:40 should go directly to Reception where they will be registered and marked as late. Form Tutors will follow up with pupils to discuss why they were not able to arrive at registration. Any pupil arriving late into registration, after 08:30 but before 08:40 will be marked late by their Form Tutor and conversations will happen to ascertain the reason for the lateness. Persistent lateness should be discussed with the pupil and referred to the HoY for support. If lateness is persistent with no valid reason, this may result in a detention.

In the Junior School, all pupils and staff must be in their form rooms at 08:15 and 13:15. Pupils arriving into school after 08:40 should go directly to Reception where they will be registered and marked as late. Form Tutors will keep a note of persistent lateness and will discuss any concerns with the pupil's parents.

UNEXPLAINED ABSENCE

If a pupil is absent from registration **without explanation** then the Form Tutor will use attendance code 'N' on the school register. ALL unexplained absences will be followed up:

Administrative staff will check the list of unexplained absences and check if the pupils are present. This will be done by 9:40.

1. Clarion calls are then sent to parents of pupils who are absent without explanation.
 - a. Parents' reply to the clarion will then be updated on the register to show the reason for the absence by the Reception staff; Tutor then follows this up.
 - b. If no contact is received by midday from parents, the Reception staff will then call the family. If there is still no answer, this will be passed on to the HoY/Deputy Head Pastoral. They will continue to phone home and check in with friends to see if they have any knowledge of the absence; check the following day to see if the pupil is present; and if after 48 hours, the pupil is not present and no contact has been made, the Deputy Head Pastoral will speak with the Headmistress. The police and local authority would then be contacted. The '2 day rule' applies to all pupils at GHS and not just those on a child protection plan.
2. If a Junior School pupil is absent from registration **without explanation** then the Form Tutor will use attendance code 'N' on the school register. All unexplained absences will be followed up via the following procedure:
 - a. The receptionist (Josephine Ansell) checks the list of unexplained absences.
 - b. The receptionist (Josephine Ansell) will then phone the parents to ask them to explain the reason for the absence.
 - c. If no contact is received by 10:30, the receptionist will pass the information on to the Senior Management Team. They will:
 - i. Continue to phone home and check in with family to see if they have any knowledge of the absence; check the following day to see if the pupil is present; and if after 48 hours, the pupil is not present and no contact has been made, the Deputy Head will speak with the Head Teacher. The police and Local Authority would then be contacted. The '2 day rule' applies to all pupils at GHS and not just those on a child protection plan.
3. Senior School Tutors should review their Form absences weekly to ensure there are no unexplained absences, remind pupils to provide written authorisation and also to address any patterns or raise any concerns, passing on relevant information to the HoY for recording.
4. Absences are reviewed weekly by the HoY and Deputy Head (Pastoral) during their meeting with the Headmistress. In the Junior School, the receptionist highlights any patterns in absence with SLT. This allows any patterns of absence or concerns to be noted and addressed. The following will be taken into consideration:

- Pupils whose absence gives rise to a safeguarding concern
- Reporting of pupils to the Local Authority who fail to attend school regularly

LEAVING THE SCHOOL SITE

Any pupil that leaves the school during the school day, to attend a medical appointment, for example, is expected to sign out at Reception when they leave, and sign back in when they return. Pupils in Years 7-11 must have permission to leave the site and parents must give written authority to their child's Form Tutor and Head of Year for their child's absence in advance. If the leave falls during registration, Form Tutors should note the reason for the absence accordingly. In the Junior School, pupils are not allowed to leave the school site unless accompanied by a known adult.

MISSING PUPILS

- A pupil who is absent from a lesson or activity, without prior notification (e.g. email from pupil or staff member) is deemed to be a missing pupil. All members of staff must report this via the email missingpupil@guildfordhigh.co.uk which is sent to all SMT, HOY, PAs (this includes the Headmistress/DSL).
 - This procedure is then followed with a record kept of each action (usually via email):
 - Reception will advise if the pupil has signed out or is absent e.g. sick at home
 - Whoever picks up the email first will respond and work through the following:
- The Well-being Hub is contacted to see if the pupil is with the Nurse or HoY, the School Counsellor may also be contacted.
- Diana Baumann is contacted to see if the pupil is in a music lesson.
- If the pupil is still missing there will be SMT liaison. A thorough search of the school is set in hand by SMT and as many staff as possible, and cloakrooms will be checked. Teachers who taught that pupil earlier in the day and other pupils will be questioned in order to ascertain at what time the pupil went missing. The senior member of the search party may wish to obtain relevant information from the missing pupil's friends e.g. mobile telephone number. The main reception area in either Junior or Senior School will be the agreed central point.

- If the pupil is still not found, a phone call would be made to the pupil's parents or guardian by SMT explaining the situation and inviting them into school at once.
 - The following procedure would then be followed by SMT:
 - A fire drill might be held in order to ensure that the pupil is on site.
 - If the pupil is believed to be off site, a search party will be sent by SMT to possible locations where the pupil might be. They will keep in touch with the SMT member at school via mobile phone.
 - If still missing, the police would be contacted via 999 OR 101 and their advice followed.
 - DSL would refer to the MASH and inform the Chair of Governors.
 - An investigation would take place, witnesses interviewed and asked to provide a written statement, and a report would be made to RIDDOR and HSE. In the case of a pupil in EYFS going missing, Ofsted will be informed within 14 days.
- In the event a pupil goes missing from any off site activity, the above points will be followed by the teacher in charge of the activity and the activity leader. The Headmistress will be kept informed and any contact with parents would be done by SMT from school.
- Incidents are recorded as appropriate via the HoY or in a formal report to the Headmistress and will be followed up appropriately e.g. through contact with parents, pastoral support or sanctions.

END OF THE DAY (SAFE COLLECTION AND FAILURE TO COLLECT)

Senior School pupils in Years 7-11 are expected to leave the school promptly at the end of the school day, unless they are involved in teacher-led activities e.g. sport, or an event rehearsal (drama or pantomime). Pupils are permitted to work in the school library only until 17:50 as the school closes at 18:00. All Sixth Formers must vacate the premises by 18:00.

Junior School pupils in Reception and Year 1 are collected from the classroom door by their named adults at the end of their school day at 15.05. Year 2 are collected from their classroom doors at 15.40. Years 3 - 6 are collected from the Junior School entrance or from the pick-up bay from 15:40 – 16:00. All pupils are the responsibility of their Form Teacher until they are collected by their named adult. If pupils are not collected by their parents as agreed, the girls are put into Homework Club or After School Care and their parents are contacted. The pupil can then remain in After School Care until it closes at 18:00.

The school is sympathetic to the parent/guardian of the pupil who, where circumstances are exceptional, is not collected by 18:00. All pupils will be looked after on-site and the following procedure will be applied:

- Parents will be contacted – if no response then the emergency contact will be called to ascertain the situation and ETA of the parents.
- Any Senior or Junior pupil can wait at their appropriate Reception until the caretaking team have finished locking up. If contact has been made with parents and they are on their way, any Senior pupil will then go to wait at the Sports Centre. Either the caretaker or reception staff will walk the pupil to the Sports Centre. Junior School pupils will wait in school with a member of staff.
- If there is no response from any of the contact numbers, and the pupil has not been picked up by the time the Sports Centre closes at 21:00, Sports Centre Reception must call the Headmistress, or in her absence, one of the Deputy DSLs, who will make a decision whether to contact the Social Services Emergency Duty Team who can be contacted on 01483 517898 and it is they who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the police.
- If a pupil can go home safely with a friend, this will be arranged and a message left informing the parent.

If a pupil is picked up significantly later than 18:00, staff should note this and alert the HoY. Any safeguarding concern should be raised immediately with the Headmistress, Karen Laurie, Mike Gibb, Toby Day or Dawn Aytoun.

In the event of a pupil being picked up late by their parent following a school trip, the teacher in charge should alert the relevant HoY so that it can be noted and where necessary followed up. In the event of a pupil not being collected after a trip, after 30 minutes if no contact can be made with parents, the Headmistress will be contacted to decide next steps, which may involve contacting Social Services out of hour's team or the police being called. A written report of the incident will be made to the Headmistress and where appropriate Ofsted informed. This may also result in parents being contacted.

FAILURE TO COLLECT AFTER A CRITICAL INCIDENT OR DURING INCLEMENT WEATHER

In the event of a major incident or inclement weather with the potential to affect the ability of parents to collect pupils at the appointed time, the Headmistress will make arrangements to keep the school open and provide emergency supervision for pupils who have not been collected from school. The Headmistress, together with SMT, will ensure that enough staff stay on site to ensure adequate ratios for supervision, at all levels, including EYFS. The school's Emergency Action Plan will apply. Decisions to contact Social Services will be made at a time commensurate with the scale of the incident and the number of pupils affected and their age.

CHILDREN MISSING FROM EDUCATION (SEE SAFEGUARDING POLICY)

All children, regardless of their circumstances, are entitled to appropriate full time education. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing from education in their area.

Guildford High School will inform the LA of any child that fails to attend regularly or has been absent without the school's permission for 10 continuous days. As stated above, for any pupil absent for 2 days without contact from parents, the police will be called.

A child that goes missing from education is a potential indicator of abuse or neglect. All staff should follow the procedures for unauthorised absence for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, neglect – including sexual or criminal exploitation and help prevent the risks of their going missing in the future. All staff have been trained in Safeguarding and are aware of procedures and responses if they are concerned about a child, recognising that there can be a link with pupils who miss education and possible safeguarding concerns.


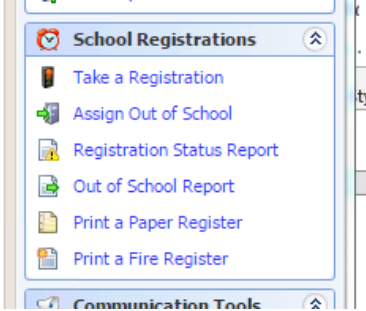
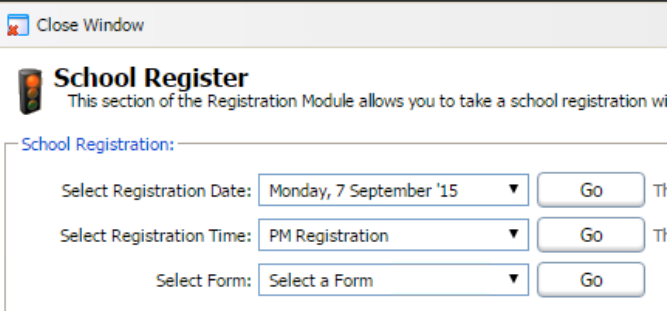
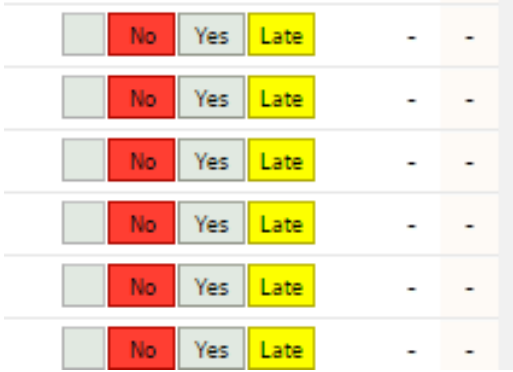
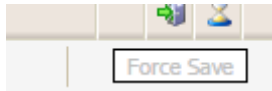
In line with the law, GHS has an admissions register and attendance register on which all pupils are placed. The Local Authority will be informed of any pupil who is going to be removed from the admissions register where the pupil:

- Has been taken out of school by their parents and the school has received written notification that they are being educated outside the school system e.g. home education.
- Has ceased to attend GHS and no longer lives in reasonable distance of the school at which they are registered.
- Has been certified by the School Doctor as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- Custody.
- Has been permanently excluded.

The Local Authority will be notified when a pupil is removed from its register for any of the grounds above. This will be done as soon as these grounds for removal from the register are met, and in any event no later than removing the pupil's name from the register.

APPENDIX - REGISTRATION CODES AND PROCEDURE

ACCESSING ATTENDANCE REGISTERS

	<p>Open iSAMS and log in.</p>
	<p>Click take registration from the wizard bar</p>
	<p>Select registration date Select registration Period Select form</p>
	<p>Click the status button (present, late, absence) Late : enter time Absence: enter correct status. Please see list of possible absence status below.</p>
	<p>Make sure the change get saved, if in doubt click “Force to Save”</p>

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

YES	Pupil is present. This should be marked during registration to confirm the presence of the pupil in RAM and RPM. <i>'Yes' cannot be entered unless the Form Tutor has seen the pupil.</i> Reception will also enter a pupil present or late.
N	Pupil absent from registration. Pupil is not physically in registration and no correspondence from parents received. Any absence marked with 'N' is unexplained and should be followed up by tutors and the symbol amended accordingly.
C	Pupil absent from registration, however, parents have phoned up to inform the school of their daughter's absence. Any 'C' absence should still be followed up with an email/letter. This should either be directed to the Form Tutor (sickness, treatment) or the Headmistress. Depending on the type of absence and if permission has been granted by the Headmistress the absence can be authorised using the appropriate letter. This will usually be entered by the Form Tutor and they will remind parents to bring in a letter.
S	Pupil away sick. 'S' is put in the register usually by the Form Tutor when a letter is received confirming the pupil's sickness. Any letter should be passed to the School Nurse for reference. Written confirmation is needed before a sickness absence can be authorised. However, if the Nurse has contacted the parent to pick up a sick pupil, then on collection she can be marked by the Nurse or Reception with 'S' for that day and no follow-up letter is needed. If the pupil stays off sick for any subsequent days, her absence <i>must</i> be followed by a letter.
T	Pupil is at a treatment e.g. orthodontist, dentist, doctor or physiotherapy appointment. An absence can only be authorised as 'T' when written confirmation has been received (in advance).
J	Pupil is on an approved educational activity outside of school. Staff organising trips should inform Reception of pupils who attend and who were absent on their trip.
A	Pupil has an authorised absence. In most cases this can only be authorised by the Headmistress and should have been agreed between the parent and the Head prior to the absence. Examples where this is the case are holidays in school time, outside school extra-curricular activities, weddings, religious observance. ALL letters requesting this type of absence should be passed to Helen Thompson. If you are unsure, please see your Head of Year.
U	Unauthorised absence. This letter is used when absence has not been followed up by a written letter, or if the Headmistress has not given permission. The letter 'U' can also be used if an absence has not been requested but has been taken. Please see your HoY or a member of SMT if you are unsure.

X	Study Leave – this is used for Years 10 and 11 only when they have study leave for Year 10 exams and Year 11 mocks. HoY will advise tutors when to use this.
L	Late – pupil arriving into school after 08:30. Pupils will make themselves known to reception who will update the register with ‘L’ if they arrive after 08:40.
Y	Unable to attend through exceptional circumstances – e.g. unavailability of transport and the pupil is not able to walk to school.
#	School Closure

SIXTH FORM EXTERNAL ABSENCES

As well as the above, the following are also used for Sixth Form Absences:

X	Study Leave. This must be pre-agreed and pre-entered by the Form Tutor and can be used when pupils have no lessons in the afternoon. It is for RPM registration only, except during AS study leave when it can be used for both sessions.
I	Attending interview. Written permission by writing a letter to Tutor is needed.
E	Pupil is sitting an examination.
Z	‘Z’ is entered into the register when a Sixth Form pupil has been absent from registration and signs in between 9:00 and 13:25. This is to note when lessons have been missed. Sixth Form tutors must follow up this absence. A Sixth Form pupil absent from registration but signing in between 8:40 and 9:00 is entered using the ‘L’ symbol.