



GUILDFORD HIGH SCHOOL

6-5 ATTENDANCE

Including children missing education policy

POLICY STATEMENT

Guildford High School is committed to ensuring that the attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

The attendance register is relevant to all day pupils of compulsory school age (5-16), although in practice, the register includes pupils in all year groups (aged 4-18).

Registers are completed electronically on ISAMS and can be printed out.

Registers are backed up not less than once a month via ISAMS. The attendance registers are retained for three years after the end of the school year.

ISAMS records distinguish clearly between the original and amended entry, and state the name of the person making the amendment and the date.

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 08:30 and at 13:20 in period 5. 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 08:30 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/SPAG lesson/other clubs in which the teacher running the session will register the pupils and then inform the Receptionist by email, no later than 08:40 the record of attendance.

If a pupil arrives in school late (after 08:40), 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

In the Senior School, 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 pupilabsencc@guildfordhigh.co.uk copying in the Head of Year and Form Tutor by 08:20 on every day of absence. The register should be updated by the Receptionist to note the absence, for the whole day, using the correct code. 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 08:20 via the email addresses: guildford-junioroffice@guildfordhigh.co.uk. The register should be updated by the Receptionist to note the absence, using the correct code. 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 Head (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 Head (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 Head's EA 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 'O' 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 'V'. On the educational activity, the group leader will keep their own paper register and will inform the receptionist of any changes.

LATENESS

All Senior School pupils and staff must be in their Form Rooms at 08:30 and will be registered in the afternoon at the start of period 5, at 13:20. 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 either 12:45 (Pre-Prep) or 13:15 (Key Stage 2). 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 09:40.

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; the Form 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 Head. 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 Junior School receptionist checks the list of unexplained absences.

- b. The Junior School receptionist will then phone the parents to ask them to explain the reason for the absence.
 - c. If no contact is received by 10:00, the receptionist will pass the information on to the Senior Leadership Team. They will:
 - i. Continue to phone home and check in with family to see if they have any knowledge of the absence;
 - ii. check the following day to see if the pupil is present;
 - iii. if after 48 hours, the pupil is not present and no contact has been made, the Deputy Head will speak with the Head. The police and Local Authority would then be contacted.
 - iv. 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 or entering directly into the Pupil Information System.
4. Absences are reviewed weekly by the HoY and Deputy Head (Pastoral) during their meeting with the Head. 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 SLT, HOY, PAs (this includes the Head and the 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 Wellbeing 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 SLT liaison. A thorough search of the school is set in hand by SLT 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 SLT explaining the situation and inviting them into school at once.
 - The following procedure would then be followed by SLT:
 - 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 SLT to possible locations where the pupil might be. They will keep in touch with the SLT 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 C-SPA 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 Head will be kept informed and any contact with parents would be done by SLT from school.

- Incidents are recorded as appropriate via the HoY or in a formal report to the Head 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 DSL or Head, 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 DSL who is Catherine Gilmore,

or with one of the Deputy DSLs who are Karen Lauric, Katrina Sloan, Amanda Whybro, Allistair Williamson, Katy Hughes and Ashley Lovegrove.

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 Head will be contacted to decide the next steps, which may involve contacting Social Services Out Of Hours Team or the police being called. A written report of the incident will be made to the Head 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 Head will make arrangements to keep the school open and provide emergency supervision for pupils who have not been collected from school. The Head, together with SLT, 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/ABSENT FROM EDUCATION

(more information is contained in the Child Protection and 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 local authority of any child that:

- i. Fails to attend regularly
- ii. 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.
- iii. Has been deleted from the school register where the next school is unknown (to be reported to the LA where the child resides).

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.


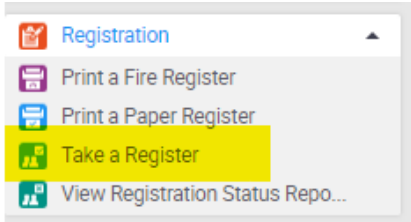
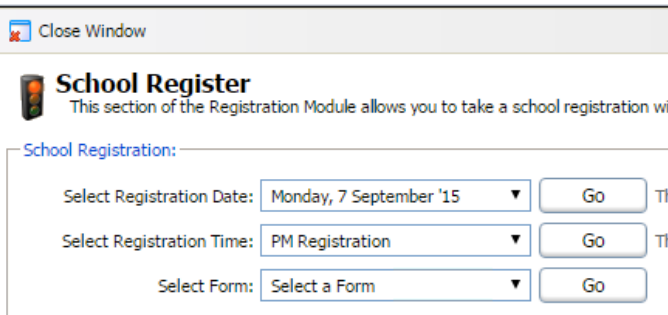
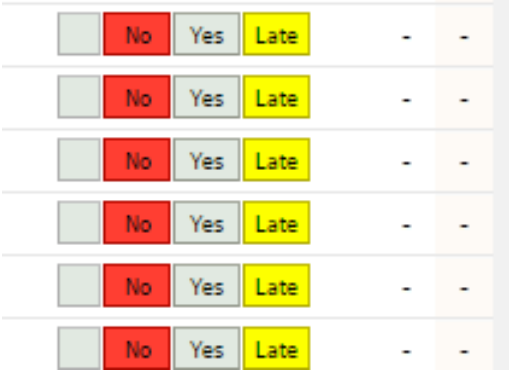
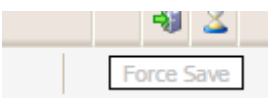
In line with the law, GHS has an admissions register and attendance register on which all pupils are placed. The Local Authority will be informed of any pupil who is going to be removed from the admissions register where the pupil:

- 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.
- Is in Custody.
- Has been permanently excluded.
- Is removed or added at a non-standard transition e.g. where a Senior School pupil leaves before completing Year 11 or arrives after Year 7.

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>https://guildfordisams.cisco.org.uk Open iSAMS and log in.</p>
	<p>Click take register 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 changes 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:

#	School Closure - Whole or partial	This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays, snow days); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.
A	Authorised Leave	In most cases this can only be authorised by the Head 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 the Head's EA. If you are unsure, please see your Head of Year.
C	Call in Absence	Pupil absent from registration. However, parents have phoned up to inform the school of their daughter's absence. Any CA absence should still be followed up with a letter. This should either be directed to the Form Tutor (sickness, treatment) or the Head. Depending on the type of absence and if permission has been granted by the Head the absence can be authorised using the appropriate letter.
E	Examination	Pupil is sitting an examination.
I	Illness (not medical or dental appointments)	Pupil away sick. An I 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 an I for that day and no follow-up letter is needed. If the pupil stays off sick for any subsequent days, her absence must be followed by a letter.
L	Late	Pupil arrives to school after registration.
J	Interview	Attending interview. Written permission by writing a letter to Tutor is needed.
M	Medical / Dental Appointments	Pupil is at a treatment e.g. orthodontist, dentist, doctor or physiotherapy appointment. An absence can only be authorised as a M when written confirmation has been received.

N	Absent (Reason for absence not yet provided)	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.
O	Unauthorised Leave	This letter is used when permission for absence has not been granted by the Head or when an absence has been taken, but not requested.
P	Supervised Sporting Activity	This code should be used to record the sessions when a pupil is taking part in a supervised sporting activity that has been approved by the school and supervised by someone authorised by the school
R	Religious observance	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
S	Study Leave	This is used for Years 10 to 13 when they have study leave during external examinations. For the sixth form it 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 afternoon registration only, except during internal examinations when it can be used for both sessions.
V	Educational Visit or School Trip	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school. Staff organising trips should inform Reception of pupils who attend and who were absent on their trip.
W	Work Experience	HoY will advise tutors when to use this during external exam period.
Y	Absence due to exceptional circumstances	This code can be used where a pupil is unable to attend because: <ul style="list-style-type: none"> • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
*	Signed Out	Pupil has signed out.
~	Excluded	Pupil has been excluded from school.

