

Attendance Policy

Attendance Policy for both the Junior School and Senior School

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Where available	Staff Handbook, Parent Handbook



ATTENDANCE POLICY

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1. INTRODUCTION

The following Policy indicates how we discharge our obligation under Paragraph 15 of the Independent School Standards Regulations to main an attendance register in accordance with the *Education (Pupil Registration) (England) Regulations 2006*.

All children of compulsory school age should be at school, on time, every day the School is open unless the reason for the absence is unavoidable.

Any problems that arise with attendance are best resolved by the School, the parents and the child. A parent who permits absence from School without a good reason is committing an offence.

The attendance policy is designed to secure attendance and to detail the procedures that should be followed when issues arise. It is also designed to promote and safeguard the welfare of pupils. The School has a duty in law to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for 10 or more consecutive school days.

The School is required to take an attendance register twice a day and this shows whether a pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil is absent, every half-day absence is classified by the School as authorised or unauthorised. Only Schools can authorise absence, not parents. Authorised absences are mornings or afternoons away from school for good reason such as illness, funerals or other unavoidable causes. Unauthorised absences are those which the School does not consider reasonable and for which no "leave" has been given such as truancy, parents keeping children off school unnecessarily, unauthorised holidays, unexplained absences and very late arrival.

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. If difficulties cannot be sorted out in this way, the School or the parent may refer the child to the Education Welfare Officer from the County Council. Failure by parents to keep their child at school regularly may result in a Penalty Notice being issued or use of court proceedings to prosecute parents. In this case, an Education Supervision Order may be served and a maximum penalty fine of £2500 imposed.

As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so they can receive letters, notices, information and messages.

This policy is to be read in conjunction with:

Missing Child Procedure- Day Pupils

Missing Child Procedure- Boarding Pupils



Behaviour Policy
Fire Alarm and Emergency Evacuation Procedure
Code of Conduct and School Rules
Boarding Policy
Boarding Handbook

This Policy applies to all pupils at Freeman's, including boarders, although details regarding attendance in the Boarding House are covered in our *Boarding Policy* and *Boarding Handbook*.

2. REGISTRATION

Morning Registration

All pupils should be present in their Form rooms by 8.35am at the latest, which is when the late bell sounds and the Register is taken. Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.

The form tutor will call the register and complete the electronic form. The register must always be completed by a member of the teaching staff and each pupil must be seen by that member of staff before being marked as present.

Afternoon registration

KS2 pupils are registered at 2.00pm in Form Rooms, which is when the late bell sounds. All other pupils are registered in their Period 5 lessons at 2.05pm, which is when the late bell sounds.

If a Sixth Form day pupil has no lesson Period 5¹, he/she registers in the Library at 2.05pm (marked as \ for Present)². An exception to this is U6 students who have no further lessons that day³ and wish to go home to study for the afternoon. They must first present themselves to the Senior School Receptionist at no earlier than 1.00pm. She marks them off on a list of those U6 pupils without any lessons on that particular day prior to marking them X for Not required to be in school in SchoolBase.

If a Sixth Form boarding pupil has no lesson Period 5, he/she registers in the Boarding House with the Matron and is marked with \ for Present. Even if they have no lessons periods 5 and 6, boarders are not permitted to leave the site until 4pm.

¹ including because his/her teacher is absent

² all L6 pupils free Period 5 are allocated to Will How and all U6 pupils to Richard Dolan

³ including because his/her teacher is absent Period 5 or 6 or both



Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.

Lateness procedure

If a pupil arrives at school at any time after 8.40am, he/she must report as follows

- Pupils in Forms 1 - L4 to the Junior School Office.
- Pupils in Forms U4-U6 to the Haywood Centre Reception

Each pupil must record his/her name, time and reason for his/her lateness in the Late Book. Deliberately making a false entry is a disciplinary issue that will be met with a sanction. Pupils in U3-U6 who fail to sign the Late Book usually receive a Behaviour Warning.

On-site activities that take place during Registration

Staff in charge of organised activities which take place during registration time (e.g. choir practices, swim squads) must either register those pupils on SchoolBase by 8.30 a.m. at the latest or mark a paper register and send it to the Junior School Secretary/Haywood Centre Receptionist, who will amend the registers accordingly.

3. NOTIFICATION OF UNPLANNED ABSENCE

If a pupil is unable to attend School because of illness or an emergency, a parent or guardian must telephone or e-mail the School by 8.15am. Details of how to do this can be found at <https://www.freemens.org/absence>

If it is known in the morning that a pupil will be off school ill all day, he/she is marked with an **I** for Illness for the afternoon session, too, using AM/PM Registration for F1-L3 pupils and Period 5A Registration for U3-U6. (This avoids a **N** being entered later in the day and the child being dealt with as a missing pupil.)

4. PERMISSION FOR PLANNED ABSENCE

Permission for planned absence such as funerals and medical or dental appointments must be addressed in advance by letter or e-mail to Junior Reception (for JS pupils) or Form Tutors (Senior School pupils). SchoolBase is updated as soon as permission is granted; any letters are initialled and added to the pupil's school file.



The Headmaster has the discretion to grant authorised leave of absence for other reasons besides those mentioned above, such as weddings or other special family occasions. Each application will be considered individually taking into account factors such as the timing of the absence and the pupil's attendance. An application for authorised leave must be made at least two weeks in advance to the pupil's Head of Section using the electronic 'Request an absence' form that can be found at <https://www.freemens.org/absence>. Applications for holidays during term time will generally not be authorised. The Form Tutor is copied in to the Headmaster's / Head of Section's response to these requests.

If permission for an absence is denied or is not requested, the absence is counted as unauthorised and is recorded as such.

5. MISSING PUPILS

At 8.40am and 2.10pm (i.e. immediately after Registration), the Receptionists identify any pupils on the Registers marked with a **N** or no entry at all. Such pupils are assumed by default to be missing pupils, thus triggering the *Missing Child Procedure*.

At the beginning of each lesson, teaching staff check for the absence of any pupil. If there is any concern that the pupil may be absent without explanation, the Senior / Junior School Receptionists are contacted immediately.

6. FREQUENT / EXTENDED ABSENCE

Frequent absence- referred to as "pupils missing education" (PME)- is always educationally significant and is a potential safeguarding concern. The Head of Year is informed by the Form Tutor if any pupil is frequently absent or late, or absent for a period of longer than one week. Medical Certificates, obtained from NHS practitioners, may be required in these circumstances.

In order to help pastoral staff to monitor absence, Absence Reports are created twice daily from SchoolBase for the am & pm sessions. They can be found in [T:\Absence Reports](#) and are deleted after a week.

Where necessary, the School discharges its duty in law to notify the local authority when a pupil is absent without leave for 10 or more consecutive school days.



The School also has a duty to report instances of pupils failing to attend school regularly. In respect of this duty, and in line with guidance from Surrey County Council, pupil attendance is reviewed at the end of every half-term. Any pupil whose attendance has dropped to 90% or below is analysed and discussed. If we are concerned in any way about the pattern of absence, Surrey County Council Education Welfare Service is notified and parents made aware of this. In such circumstances, we look to work in partnership with parents to improve their son/daughter's school attendance.

7. LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

Junior School pupils who need to leave during the school day are collected from Junior School Reception by a parent. They are not allowed to leave unaccompanied. However, any Junior School pupil returning during the school day may be dropped off by his/her parent(s) at the 'bus stop' adjacent to St. Giles' churchyard.

A Senior School pupil (U4-U6) who needs to leave school during the day must ask his/her Form Tutor for a permission slip (exceptions for Sixth Form pupils are noted below). The Form Tutor will only complete a permission slip if he/she has received a parental request for the absence (typically a medical or dental appointment). This slip must be presented to the Senior School Receptionist prior to signing out. If the pupil arrives without a slip, the Receptionist obtains evidence of the parental request for the absence before allowing him/her to leave the site.

When a pupil returns from any off-site appointment, he/she must sign back in so that the fire registers are accurate. Failure to do so generally leads to a Behaviour Warning (or equivalent for Sixth Form) being issued.

A pupil who is ill is not permitted just to sign out and go home. He/she must first visit the Medical Centre.

The Sixth Form must follow the same procedures as Upper School pupils with the following exceptions:

- Junior School Form Prefects may sign in in the morning on the sheet located in the Haywood Centre Reception.
- Between 1.00pm and 2.00pm, the Sixth Form are allowed to walk to Ashted village provided that, as they leave, they sign out and sign back in upon return.
- After 3.00pm Sixth Form students may sign out if they are leaving the premises to work at home.

Pupils who leave the school site without following these procedures will receive a sanction.



8. REGISTERING PUPILS WHO ARE IN THE MEDICAL CENTRE

If a Junior School pupil is in the Medical Centre and unable to attend Registration, the Junior School Reception registers the pupil. To this end, the Medical Centre ensures that JS Reception knows of any JS pupils attending the Medical Centre.

If a Senior School pupil is in the Medical Centre and unable to attend Registration, the Medical Centre registers the pupil.

If a pupil is too ill to remain in school, the Medical Centre asks the parent or guardian of the pupil to collect him/her and informs Junior or Senior Reception so that fire registers can be amended. If the pupil is collected before Afternoon Registration and it is known that he/she will not be returning to school later that day, the Medical Centre marks him/her as I for Illness for the afternoon session.

9. MUSIC LESSONS

Any pupil attending an instrumental music lesson during Registration is registered by his/her peripatetic music teacher at 8.30am or 2pm (i.e. just before Form Tutors register their Forms, so as to avoid over-writing errors). For Registration at 2pm, the pupil must be registered using his/her Period 5A register rather than the AM/PM option. If the pupil is a Sixth-Former with a study period Period 5, he/she can be found under Richard Dolan if U6 or Will How if L6.

It is the School's policy to allow pupils to leave lessons to attend timetabled instrumental lessons. Although lessons are timetabled on a rotating system, if a teacher only attends school for half a day, the pupil may miss a particular lesson with some regularity. If the frequency of a pupil missing a particular lesson is giving concern or if there are any other problems the subject teacher should consult the Director of Music to consider alternatives. The Form Tutor should also be informed. In any case, pupils are never blamed or prevented from attending an instrumental lesson.

As a matter of courtesy, pupils should request permission at the start of a lesson, to leave a lesson at a particular time to attend instrumental music tuition. In addition, Junior School pupils must sign out/in at JS Reception before/after their music lesson. Pupils are expected to copy up missed work and complete homework. Subject staff planning tests and practical



coursework should advise instrumental pupils well in advance so there is time for a change to be made in the schedule of music lessons.

10. REGISTERING PUPILS AT GAMES FIXTURES

Pupils participating in an off-site games fixture or other off-site sporting activity organised by the School during Registration are marked with a **P**. Doing so is the responsibility of the member of staff in charge of the fixture / activity. Registers should, wherever possible, be filled in the day before and then tweaked on the day before 8.35am / 2pm to reflect any absentees or late joiners (i.e. before Form Tutors register their Forms, so as to avoid over-writing errors). If the member of staff in charge is unable to access SchoolBase to do this, he/she rings the Sports Administrator to enlist her help (or Senior Reception in her absence).

Only in exceptional circumstances are school matches arranged during school hours which disrupt academic lessons. These are listed in the staff Calendar. A list of pupils missing lessons is e-mailed well before the day and those pupils should be given as much warning as possible in order to have sufficient time to explain to subject staff their absence from academic lessons. It is the pupil's responsibility to copy up missed work as soon as possible and complete homework. The Director of Sport and Form Tutor are told of any cases where this is not done.

11. REGISTERING PUPILS FOR OFF-SITE DRAMA AND MUSIC ACTIVITIES

Pupils participating in an off-site drama or music activity during Registration (or due to depart on one immediately after being registered) are marked with a **P**. Doing so is ultimately the responsibility of the activity leader. Registers are, wherever possible, filled in a day or two before by the Senior School Receptionist using a list provided by the Senior School Administrator. This provisional register is confirmed or amended by the activity leader before 8.35am / 2pm on the day by 'phoning / e-mailing the Senior School Receptionist, who then updates SchoolBase accordingly. Form Tutors registering a Form in a classroom never presume that a pupil who is absent is present at such an activity. Therefore, **N** is entered rather than **P**.

12. REGISTERING PUPILS FOR OFF-SITE ENRICHMENT ACTIVITIES



Pupils departing for an off-site Enrichment trip (either at the beginning of period 5 or during lunchtime) are marked with a \$. Doing so is the responsibility of the person leading the Enrichment activity.

13. REGISTERING PUPILS ON SCHOOL TRIPS

Pupils on a school trip during Registration (or due to depart on one immediately after being registered) are marked with a **V** for visit. Doing so is ultimately the responsibility of the Trip Leader. Registers are, wherever possible, filled in a day or two before by the Senior School Receptionist using a list provided by the Senior School Administrator. This provisional register is confirmed or amended by the Trip Leader before 8.35am / 2pm on the day by 'phoning / e-mailing the Senior School Receptionist, who then updates SchoolBase accordingly. Form Tutors registering a Form in a classroom never presume that a pupil who is absent is on a trip. Therefore, **N** is entered rather than **V**.

14. FIRE

Registers taken on the day are a crucial element in accounting for all pupils in the event of a fire or fire drill. Details can be found in the *Fire Alarm and Emergency Evacuation Procedure*.

15. ABSENCE FROM P.E./GAMES

- "Off Games" means being unable to participate in a games and/or P.E. session.
- A note from either home or the Medical Centre is required should a pupil wish to be "Off Games".
- If the nature of the illness, which has resulted in the child being unfit for P.E. and Games, would be worsened by exposure to the elements, the pupil may sit in the library and work.
- Parents are asked to specify in the "off games" note whether they feel the illness would be worsened by exposure to the elements. If this is the case, the parents' wishes are respected.
- Similarly, if the Medical Centre decides a pupil should not go outside, that decision is respected.
- Pupils whose parents agree they may go outside to watch a games session should get changed into games clothing and footwear so that they can watch in comfort. This is especially relevant to squad members who should be encouraged to watch if their condition would not be aggravated by doing so.



- It is the responsibility of the pupil who is unfit for games and P.E. to show an appropriate note to the member of the P.E. department responsible for that session.
- A pupil suffering from an illness or injury which is likely to involve not being able to participate for more than one session is requested to bring an up-to-date note from parents for each games or P.E. session missed.
- If absence notes from parents to Form staff indicate that normal P.E. activities may not be pursued for the time being, the Form staff should initial and date the letter before returning it to the pupil to show to the P.E. staff before P.E. and Games activities. If the note covers a prolonged period, the parents should be contacted for positive confirmation as to when P.E. activities may be resumed.



APPENDIX 1- GUIDANCE FOR TEACHERS COMPLETING THE REGISTER

- If a pupil is in the classroom when you take the Register or if you know for certain that he/she is present in school at that time, mark him/her as Present using the symbol /.
- If a pupil is absent and you do not know why, enter a **N** for No Reason Yet Provided. An **N** cannot remain there indefinitely, and it is the responsibility of the Form Tutor to obtain evidence so that it can be changed to a different code as soon as possible.
- If a pupil arrives late but before the end of Registration, enter a **L** for Late. This should be done regardless of the reason for the lateness.
- Punctuality Warnings for culpable lateness are issued at the teacher's discretion. For instance, "bad traffic" is a reason for lateness that is beyond the pupil's control, but there comes a point where the pupil must be asked to leave home earlier.
- Under no circumstances should the Register be closed without an entry next to every child's name.
- The code that you use in the Register should reflect where and what the pupil is doing *at the time when you take the Register*. E.g., if you have a parental note asking the pupil to leave for a hospital appointment at 9am and returning at 12 noon, you must mark her with a / for Present, not a **M** for Medical appointment. The only exception is if you are registering pupils on site immediately prior to departure on a school trip or off-site activity (such pupils should be marked with a **V**, **P** or **\$**).
- Other colleagues may make legitimate entries in your Form's Register, so do not over-write these unless you know for certain that they are incorrect. To this end, **check for Present marks in your register before pre-filling it with Presents** (otherwise you will end up over-writing a / with a **N**).
- The following codes are used by Form Tutors, School Nurses, Peripatetic Music Teachers or anyone else responsible for a pupil on-site at the time of a Registration:

/	Present on site
I	Illness
L	Late (less than 30 minutes)
N	No reason yet provided (pupil absent and we aren't sure why)
M	Medical / dental appointment
C	Other authorised circumstances (e.g. funeral, family emergency, national sports team)
Q	Sixth-Form unsupervised university visit
R	Religious observance

- The following codes are used by the Senior and Junior School Receptionists or by members of staff leading trips, off-site Enrichment activities or off-site fixtures etc.:



- P School-supervised off-site sporting, music or drama activity (excludes Enrichment)
- V School trip or visit (excludes Enrichment)
- \$ Off-site Enrichment activity
- U Late (more than 30 minutes- counts as unauthorised absence)
- X Sixth-Former not required in school

- The following codes are seldom used and should only be entered either by or at the instruction of Heads of Year / Heads of Section / Data Manager:

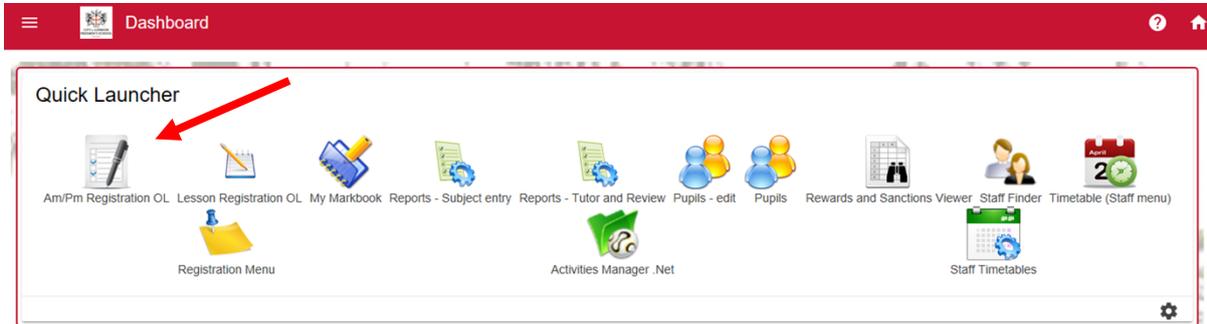
- G Family holiday (unauthorised)
- H Family holiday (authorised)
- J Interview (for a job or university or school)
- O Unauthorised absence (other than arrival after 9.10am or for a family holiday)
- B Educated off site by a different school (e.g. Taster Day)
- E Externally suspended
- S Study leave (includes sessions during Study Leave when the pupil is on site)
- W Work experience
- Y Unplanned school closure (e.g. snow, floods, major incident) or cancellation of school coach means that pupil is unable to attend
- Z Pupil on Attendance Register but not yet entered onto the Admission Register
- # Planned school closure (school holidays, May Bank Holiday, INSET days)

Junior School Register Files must be returned to the JS Reception after Registration, and Form Tutors must check and clear these files regularly.

Registers are taken using Online SchoolBase, failing which Offline SchoolBase is used. If that too is not working, a paper Register should be sent for from Reception, completed and returned there. Please see below for how to register pupils on SchoolBase.

Morning Registration using Online SchoolBase

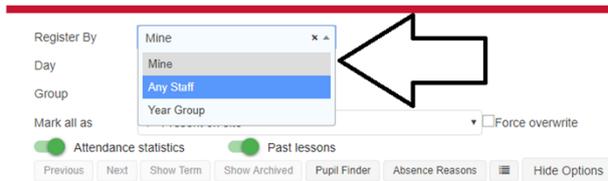
Log on at <https://www.schoolbaseonline.biz/Logon?dname=clfs> using network username and password. Then go into **AM/PM Registration OL**, which will display your own Form's register by default. If you are covering someone else's Registration, select his/her name from the drop-down list.



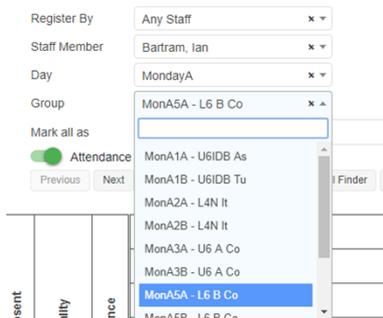
Period 5 Afternoon Registration using Online SchoolBase (for U3-U6 only: for F1-L3, use AM/PM Registration OL as above)



Online will select you by default but if you are covering select any staff from the drop down option and select the staff member



Select the current day and the period 5A option



Students in that group for that period will appear

Click in the box to mark registration or click A5A to mark all and you can then make individual changes if required

Register By: Any Staff
Staff Member: Bartram, Ian
Day: MondayA
Group: MonA5A - L6 B Co
Mark all as: Unmarked Force overwrite

Attendance statistics Past lessons

Previous Next Show Term Show Archived Pupil Finder Absence Reasons Hide Options

Pupils	Total Present	Late	Auth Absent	Unauth Absent	% Punctuality	% Attendance	Week 2		
							September		
							Mon	Tue	Wed
							3	4	5
							A5A	A5B	A4A
Marin-Borquez, Irene L6AVW AWW	0	0	0	0	100	0			
Pezzuto, Luca L6KJR KJR	0	0	0	0	100	0			
Tororey, Adrian L6STH STH	0	0	0	0	100	0			

If you make a mistake or register the wrong day/period etc., select **Unmarked** and tick the force overwrite then click on the period that is incorrect and this will overwrite it.

Register By: Any Staff
Staff Member: Bartram, Ian
Day: MondayA
Group: MonA5A - L6 B Co
Mark all as: Unmarked Force overwrite

Attendance statistics Past lessons

Previous Next

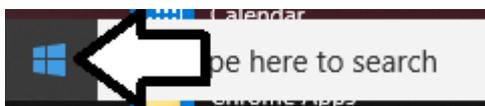
- Unmarked
- / - Present on site
- I - Illness
- L - Late (arrives before 9.10am)
- N - Absent- No reason yet provided
- M - Medical / dental appointment
- C - Other authorised absence (e.g. funeral)
- Q - Unsupervised university visit
- R - Religious observance
- P - Off-site sport, music or drama
- V - School trip or visit (excl. Enrichment)
- \$ - Off-site Enrichment activity
- U - Late - registration finished
- G - Family holiday (unauthorised)
- H - Family holiday (authorised)
- J - Interview (for job/university/school)
- O - Unauthorised absence (exc. holiday)
- B - Educated off site by a different school

Hide Options

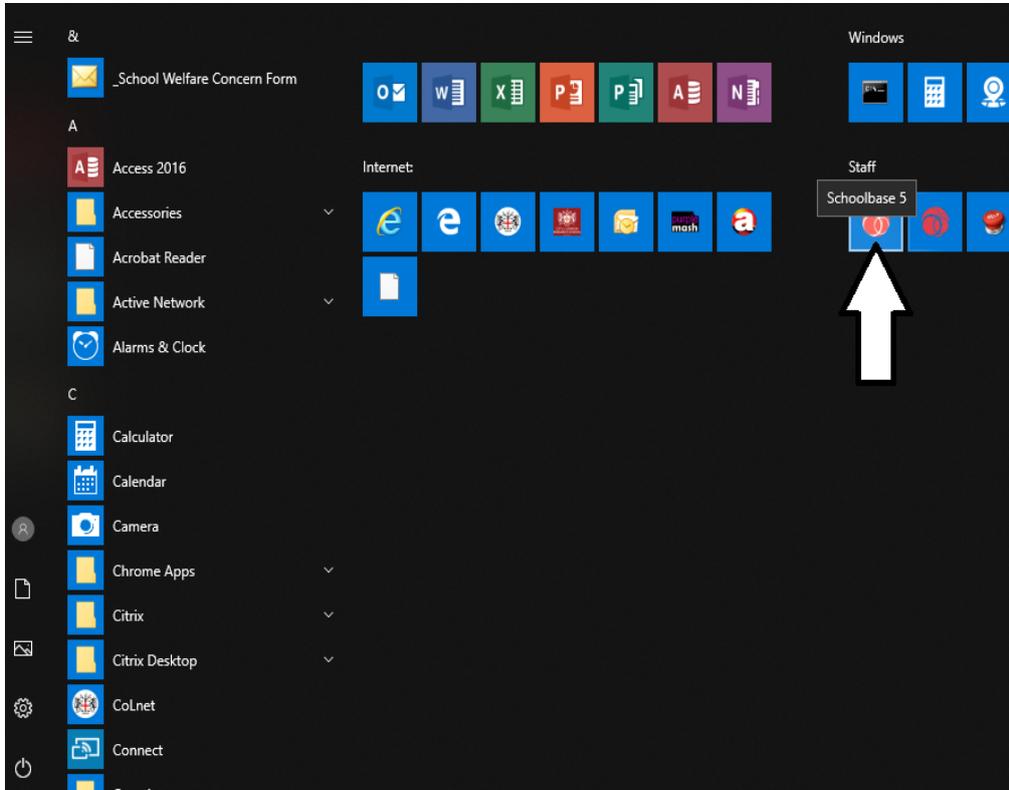
Pupils	Total Present	Late	Auth Absent	Unauth Absent	% Punctuality	% Attendance	Week 2	
							September	
							Wed	Thu
							5	6
							A4A	A1B
	0	0	0	0	100	0		

Morning Registration using offline SchoolBase

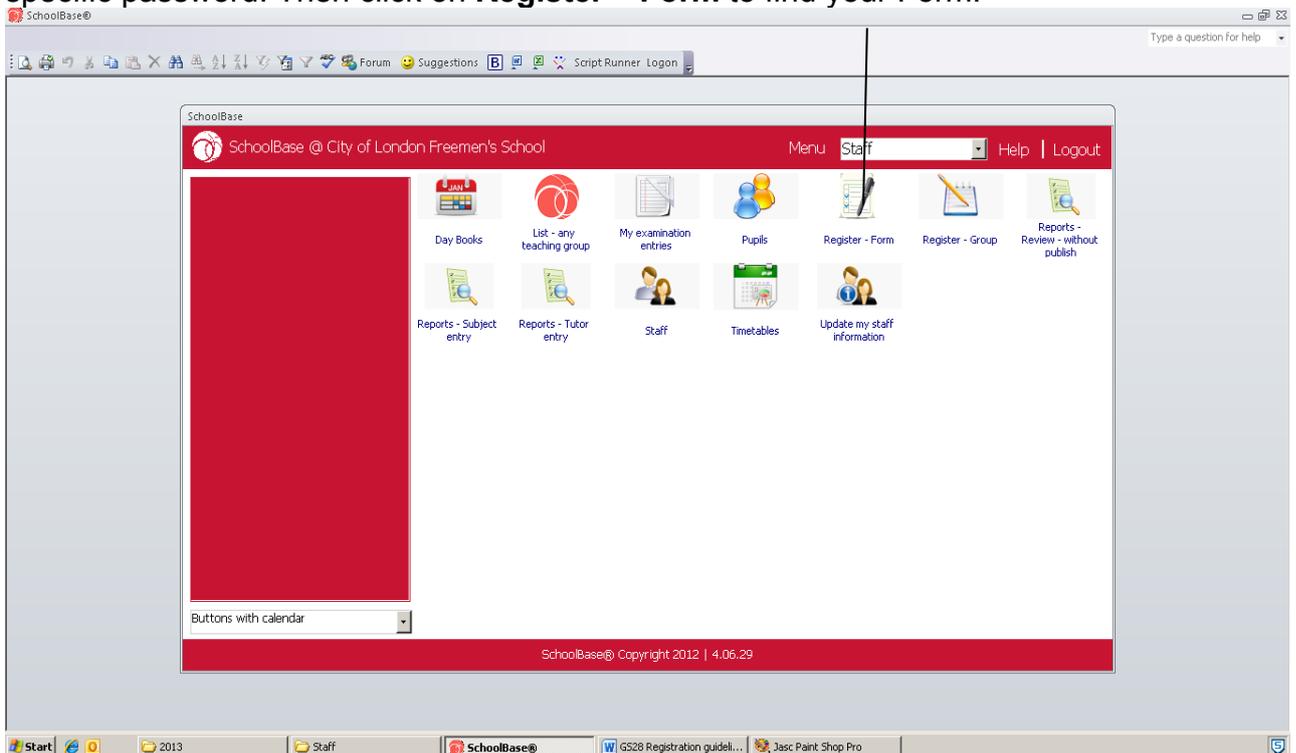
From the Windows 10 Start Menu



Go to the SchoolBase 5 icon shown below the one next to it is for SchoolBase online

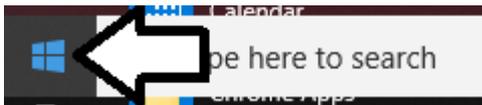


In order to log on, find your name from the drop-down list and use your SchoolBase-specific password. Then click on **Register – Form** to find your Form.

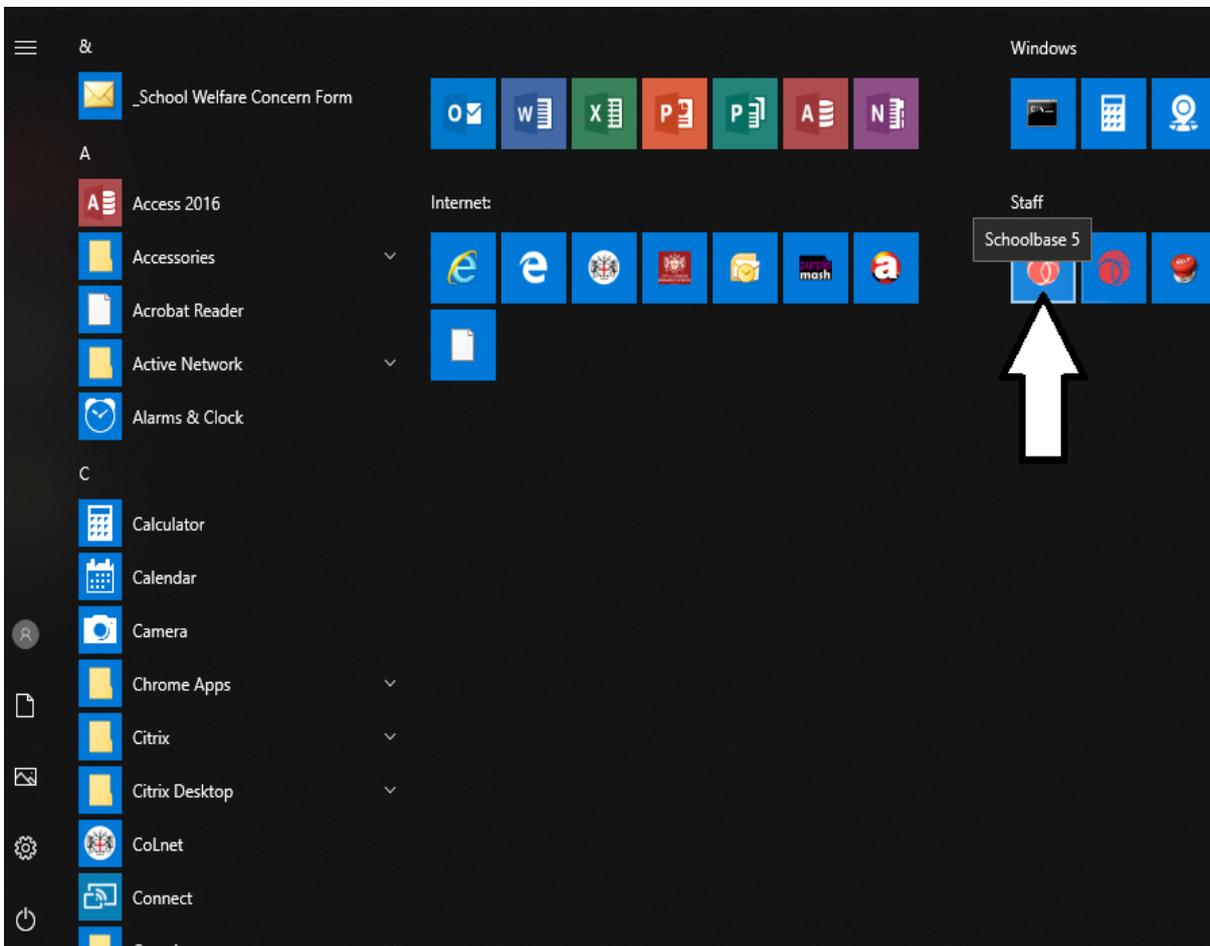


Afternoon Registration using offline SchoolBase

From the Windows 10 Start Menu

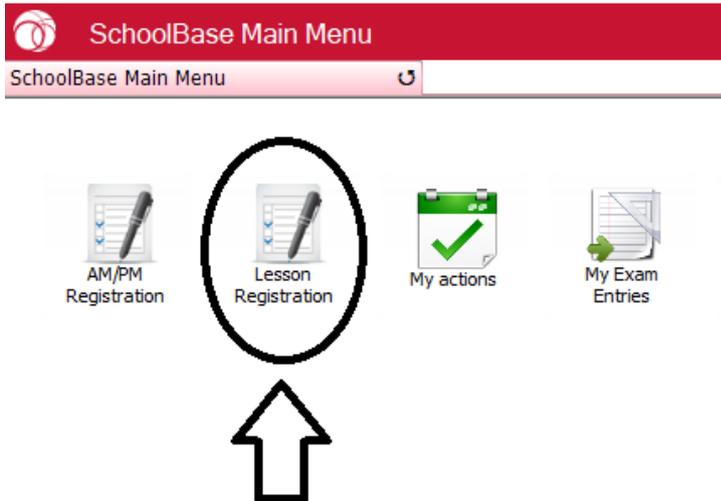


Go to the SchoolBase 5 icon shown below the one next to it is for SchoolBase online

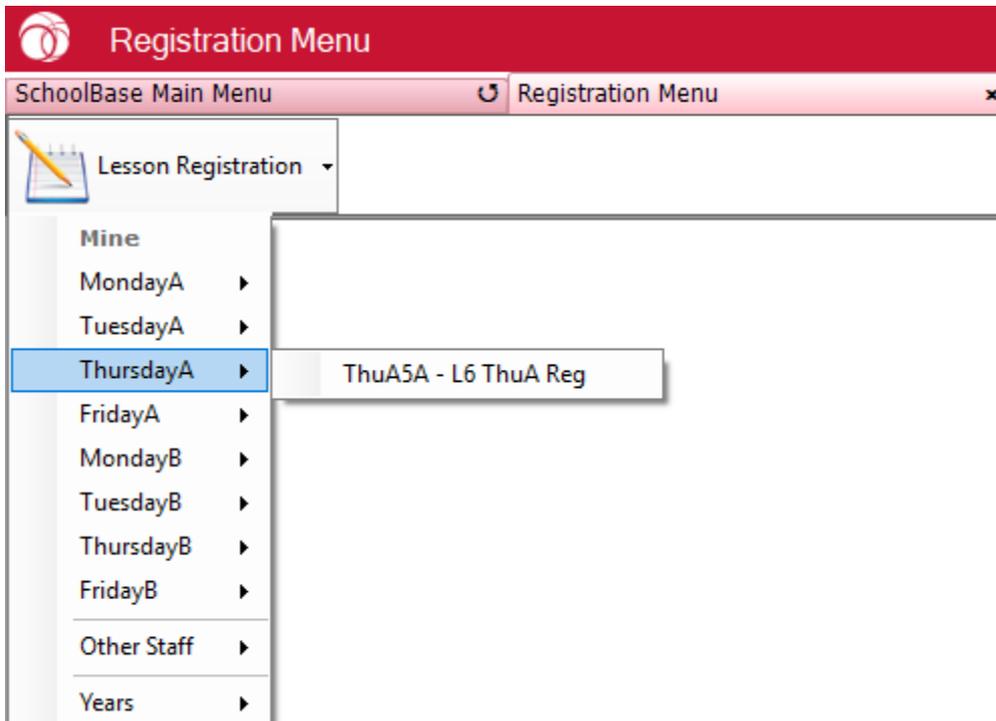


Find your name from the drop-down list and use your SchoolBase-specific password

Select 'Lesson Registration' from the main/screen menu

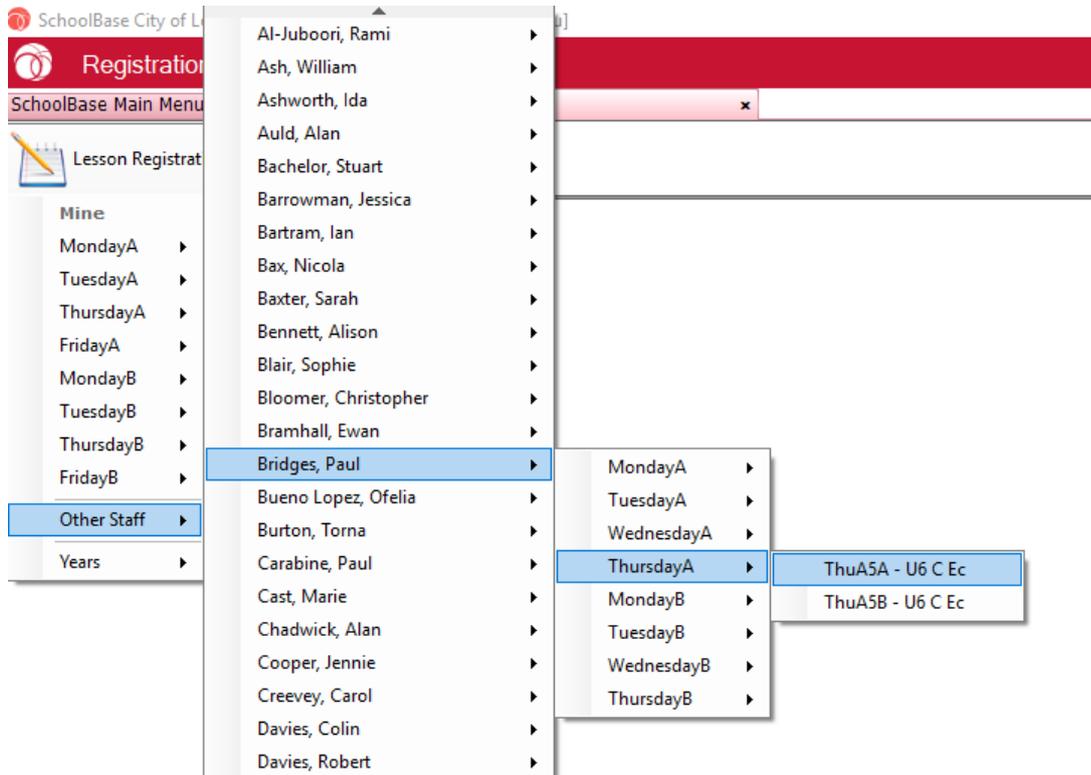


For your own Registration, select current day from the dropdown list.





If you are covering a lesson, go to 'Other Staff', hover over his/her name and move across to the desired day and period 5A lesson and click



After clicking period 5A the pupils in that lesson will load, current day will show in orange(ish). If you hover the mouse cursor over the day, it will show the period.

ThuA5A : U6 C Ec - Lesson Registration

SchoolBase Main Menu | Registration Menu | ThuA5A : U6 C Ec - Lesson Registrat... | Lesson Registration

Term Start: 27-Aug-2018 | Mark all as | Force overwrite | Pupils: 7 | Day Book | > Show Less

Full Name	Total Present	Late	Auth Absent	Unauth Absent	Punctuality %	Attendance %	Oct																				
							Wk																				
Barrows, Robert	30	0	2	0	100	100	/																				
Blythe, Charlotte	30	0	0	0	100	100	/																				
Jepp, Alexander	30	0	5	0	100	100	I																				
Marshall, Lewys	30	0	0	0	100	100	/																				
Mok, Ashley	29	1	0	0	97	100	/																				
Parks, Conrad	30	0	0	0	100	100	/																				
Walkden, Jules	30	0	0	0	100	100	/																				

18/10/2018
Period:ThuA5A
Session:PM

Click the correct day to mark all present or click in each box to mark individual pupils

Oct Wk 42 We 17	Oct Wk 42 We 17	Oct Wk 42 Th 18	Oct Wk 42 Th 18	Oct Wk 42 Fr 19	Oct Wk 42 Fr 19	Oct Wk 43 Mo 22
		<input type="checkbox"/>				

- / Present on site
- I Illness
- L Late (less than 30 mins.)
- N Absent- No reason yet provided
- M Medical / dental appointment
- C Other authorised absence (e.g. school trip)
- Q Unsupervised university visit
- R Religious observance
- P Off-site sport, music or drama
- V School trip or visit (excl. Enrichment)
- S Off-site Enrichment activity
- U Late (more than 30 mins.)
- X Sixth-Former not required in register
- G Family holiday (unauthorised)
- H Family holiday (authorised)
- J Interview (for job/university)
- O Unauthorised absence (exc. I, L, M, C, Q, R, P, V, S, U, X, G, H)
- B Educated off site by a different provider
- E Externally suspended
- S Study Leave
- W Work experience
- Y Unplanned school closure (e.g. fire)
- Z Pupil not yet on Admission Register
- # Planned school closure (holidays)

When you're happy with the register click 'Save' at the top and close the register

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