Attendance, Registration and Absence policy

This policy applies to:

1. BC senior school only

If this is an employee policy, please indicate if this applies to:

1. All staff / employees

Policy owner:	Chris Fowler
Frequency of review:	At least annually
Dates of previous review:	January 2024
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Date of next formal review:	June 2025
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Linked policies/documents:	
Key changes to previous version:	Information added on attendance in light of revised Government guidance and reviewed on publication of statutory guidance coming into effect 19 August 2024

	Name (role):	Signature:	Date:
Policy owner:	Chris Fowler	CDF	18.8.24
SMT owner (if different):	As above		
Legal Counsel	Matthew Burgess	M Burgess	22.8.24

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**Attendance, Registration and Absence
Policy and procedure**

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Attendance

The College places great emphasis on pupils developing good patterns of attendance. In building a culture of good school attendance, we recognise:

- the importance of good attendance, alongside good behaviour, as a central part of our vision, values, ethos and day to day life;
- the connections between attendance and pupil welfare, including fulfilling academic potential and attainment, developing good patterns of behaviour, and supporting pupils with particular needs (such as educational needs, medical conditions, disabilities and mental health issues);
- the importance of setting and communicating high expectations for the attendance and punctuality of all pupils; and
- children missing education can act as a vital warning sign to a range of wider welfare and safeguarding issues.

Whilst attendance is a whole school issue, the Board of Governors has appointed the Deputy Headmaster (Pupils) as the senior member of staff to have overall responsibility for championing good attendance at school. This includes regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and reviewing historic and emerging patterns across the school. The Deputy Headmaster (Pupils) is Chris Fowler and can be contacted via the College Reception. Details of other school staff who may be contacted concerning attendance are included at the end of this policy.

The school has high expectations of pupils as to their attendance and pupils are made aware of these, including that:

- they are expected to be present in-person for the duration of each school day;
- they are expected to punctually arrive on time and attend all timetabled lessons and activities;
- they should not leave a lesson or the school site without permission or otherwise in accordance with School rules;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School; and
- if pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff.

Furthermore, it is a condition of the contract between the School and parents that they will ensure that pupils attend each School day punctually. If pupils miss a school day, lesson, or other commitment without a valid reason, then they can expect disciplinary action to be taken against them. If parents remove pupils from school for a reason which The College deems not to be legitimate (e.g. a holiday) then the Deputy Head (Pupils) would typically write to those parents and remind them of their contractual obligations. This would then be recorded as an unauthorised absence. Good attendance is incentivised via the individualised approach and high expectations of pastoral staff who praise good punctuality and quickly address emerging patterns. High levels of attendance are also enhanced by the attractive co-curricular and social opportunities laid on at school via sport, music, dance, drama and tutor/house outings.

Where pupils are regularly or persistently absent for reasons of mental or physical ill health, special educational needs and/or disabilities, the approach of the College is typically to work closely with the family to firstly understand the precise reasons for absence and the likely time-scales involved, to work on a plan for returning to school or increasing attendance, and then to carefully monitor that attendance over time. Where there are particularly intractable issues of absence over a period of time, contact would usually be made with the CME team at Brighton & Hove Council.

More information is available in DfE guidance *Working together to improve school attendance* and *Summary table of responsibilities for school attendance*.

Registration

Registration is required by law at the beginning of each morning session and at some point during the afternoon session. In the College, the process of registration is combined with protected **House time**, both in the morning and during the second registration slot in the afternoon. This allows tutors and HMMs to spend time with their pupils, and can be useful for giving out information and informal pastoral work. Teaching staff are also asked to register their pupils at the start of each class, record absences and follow these up by checking with HMMs, consulting iSAMS or the absence list.

♦   Morning registration is at **8:20am in Houses or a nominated classroom**
         Afternoon registration is at **1:50pm in Houses or a nominated classroom**
♦   Registration **must** be supervised by a member of staff; tutors are expected to attend each registration and should make appropriate cover arrangements if they are unable to be there.
♦   **Registration is electronic and is done using the school's information management system, ISAMS.** Reception / Bursary staff are responsible for producing the report of absences (using ISAMS). This will contain both explained and unauthorized absences. Reception / Bursary staff are also responsible for contacting parents to ascertain the reason for absence where possible.
♦   **Pupils arriving late to school (after 8.20am) should report to reception to sign in, entering school via the main entrance.** They must also report to their House Tutor or Housemaster/mistress if arriving before 8.55am. If they arrive after 8:55am they should go straight to class after signing in.
♦   Any pupil absent from registration for any reason but who is on site must register with house staff as soon as possible, or can do so via reception.
♦   Each morning, Reception staff make every effort to follow up pupils whose absence is unexplained: they contact subject teachers to see if a pupil may actually be in lessons; they make phone calls to follow up unexplained absences with families or guardians. They then send a list of absences as yet unexplained to tutors by 11am, copying this to tutors and HMMs. Tutors are responsible for chasing up these unexplained absences as a priority.
♦   Parents are asked to copy in reception@brightoncollege.net when emailing the tutor and/or HMM about an absence to facilitate the reception staff's job.
♦   By the end of each week, it is the responsibility of HMMs to ensure that their House registers contain no unexplained absences.
♦   Boarding pupils will also be registered at **evening roll-call in Houses** (see boarding handbook)**.**
♦   During registration periods House staff must see that all pupils are ready for the day ahead and that they are correctly dressed in College uniform.
♦   Staff who are organising trips, activities and fixtures which take pupils out of their normal timetabled lessons are encouraged to use the 'out of school' function on iSAMS which means that class teachers can see that a pupil has an authorised absence and should not expect them to be in their lesson. This feature is also used by tutors and HMMs where the College has been notified of illness or a medical appointment.

Attendance register symbols and commentary for Brighton College ISAMS registration
See [DfE guidance *Working together to improve school attendance*](#) for more information.

There are five registration categories:
1.   **Present**
2.   **Approved educational activity**
3.   **Authorised absence**
4.   **Unauthorised absence**
5.   **Not a possible attendance**

Absence and Attendance Codes

Detailed guidance on the codes is available in Chapter 8 of [DfE guidance Working together to improve school attendance](#) which should be consulted in case of uncertainty.

Reason	Code	Status	Comment	Sharing with LA
Present (morning)	**/**	**Attendance**		
Present (afternoon)	****	**Attendance**		
No Reason Yet Provided for Absence	**N**	**Unauthorised Absence**	*"Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session … Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O."*	Must provide LA with names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
Late (Before Registers Closed)	**L**	**Attendance**		
Late (After Registers Closed)	**U**	**Unauthorised Absence**	*"If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate."*	See above against Code N
Medical / Dental Appointments	**M**	**Authorised Absence**		
Illness	**I**	**Authorised Absence**		Must provide LA with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days

Reason	Code	Status	Comment	Sharing with LA
				consecutively or cumulatively because of sickness.
Other Unauthorised Absence	O	Unauthorised Absence		See above against Code N
Educated Off Site (arranged by Local Authority)	K	Attendance (attending an approved educational activity)		
Study Leave	S	Authorised Absence		
Educational Visit or Trip	V	Attendance (attending an approved educational activity)		
Approved Sporting Activity	P	Attendance (attending an approved educational activity)		
Religious Observance	R	Authorised Absence	*"If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C."*	
Family Holiday (NOT Agreed)	G	Unauthorised Absence		See above against Code N
Suspended or Excluded	E	Authorised Absence		

Reason	Code	Status	Comment	Sharing with LA
Work Experience	W	Attendance (attending an approved educational activity)		
Lack of Access Arrangements	Q	Not a possible attendance		
Interview	J1	Authorised Absence		
Educated Off Site (Other)	B	Attendance (attending an approved educational activity)		
Non-Compulsory School Age Absence	X	Not a possible attendance		
Mobile Child	T	Authorised Absence		
Dual Registration	D	Not a possible attendance		
Regulated Performance / Regulated Employment Abroad	C1	Authorised Absence		
Temporary Part-Time Education	C2	Authorised Absence		
Absent with Leave for Any Other Purpose	C	Authorised Absence		
School / Local Authority Arranged Transport Unavailable	Y1	Not a possible attendance		
Widespread Travel Disruption	Y2	Not a possible attendance		
Premises Out of Use	Y3	Not a possible attendance		
Whole School Site Unexpectedly Closed	Y4	Not a possible attendance		

Reason	Code	Status	Comment	Sharing with LA
Criminal Justice Detention	Y5	Not a possible attendance		
Health Department Guidance / Prohibition	Y6	Not a possible attendance		
Other Unavoidable Cause	Y7	Not a possible attendance		
Non-statutory Internal Codes for lessons (College)				
Music / Drama Additional Lesson	AL	Attendance	Use / externally for am and pm reg	
Internal Test	IT	Attendance	Use / externally for am and pm reg	
Study Leave (Attending School)	A	Authorised Absence	Use S externally for am and pm reg	
Illness, boarder remaining in school	F	Authorised Absence	Use I externally for am and pm reg	
Pupil Not Yet On Roll	Z	NA	NA	
School Closed To Pupils	#	NA	NA	

General notes

♦ One tutor is normally responsible for registering a year group, though HMMs take overall responsibility for this. One hard copy of the register should be available for each year group in each house as a back-up.

♦ The master copy of the electronic register (iSAMS) is kept centrally (and administered by reception staff). HMMs are responsible for updating their House entries.

♦ All master copies of registers are held centrally for 5 years.

♦ Correspondence informing the school of future absence or explaining absence should be recorded on CPOMS by tutors / Housemasters / mistresses. Symbols may be inserted in iSAMS in preparation for known future absence.

♦ If pupils are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of pupils on trips or matches should always be communicated to Security.

♦ School holidays should be clearly marked.

♦ An overview of pupils' punctuality is given by tutors in the end-of-term reports, using a summary provided by the Proctor.

♦ HMMs and tutors are periodically asked to review overall attendance rates, to note these in CPOMS, and to follow-up possible issues with attendance and to be aware of any potential school refusal or safeguarding concerns which may be affecting a pupil's attendance. Issues are flagged to the DSL to monitor the possibility of a child missing education.

Process for requesting leave of absence and informing the school of the reason for an unexpected absence

To request leave in advance, parents/guardians should complete the 'Leave Request Form' on MySchoolPortal (MSP) which will send a request through to the necessary staff depending its nature: https://portal.brightoncollege.net/leave-request/44

Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should write to the Deputy Headmaster (Pupils) requesting permission to do so. It is not normal procedure to sanction absence for holidays in term time. If parents remove their child without the permission of the school, this absence is unauthorised and the pupil's place in the school may not be secure.

Responsibilities of Housemasters / mistresses

• To complete the registers (or oversee their completion) as early as is possible in each registration session.

• To check any answer phone, email messages, or notes from pupils and amend the register as soon as possible to reduce wasted time by reception staff making unnecessary calls.

• To keep up to date telephone contact information in ISAMS by passing any changes to the Admissions office as soon as possible.

• To check those absent from games following up persistent absentees appropriately. Normally each games session missed with no explanation should receive one detention.

• To confirm reasons for absence rates over 10% based on the weekly analysis of absence data.

Responsibilities for Reception and Bursary staff

• Produce and post the list of absentees for each session.

• Produce and post an off games list for each games day, by 11am if possible.

• To contact parents of pupils whose absence is not authorised and to amend ISAMS accordingly.

• Ensure that the 'late book' and 'signing out book' are available on the reception desk for pupils to use. Late pupils will sign in with reception on arrival.

• Transfer details on late pupils from the 'late book' to ISAMS using the recommended codes.

• Take fire registers to the Home Ground in the event of a Fire Alarm sounding.

Responsibilities of the Deputy Headmaster (Pupils)

In line with Government guidance, the Deputy Headmaster (Pupils) is the designated senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed. The Deputy Headmaster (Pupils) sits on the College's SMT and as the school's 'Senior Attendance Champion' is tasked to:

- Set a clear vision for improving and maintaining good attendance;
- Establish and maintain effective systems for tackling absence, making sure they are followed by all staff;
- Ensure school staff complete their attendance responsibilities in line with the school's policies and procedures;
- Have a strong grasp of absence data to focus the collective efforts of the school; and
- Regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.

In addition, the Deputy Headmaster (Pupils) will:

- Liaise with the HMMs regarding levels of absence and necessary follow-up action; if a pupil's attendance drops below 90%, consideration as to next steps will be made, taking into account possibly safeguarding implications, as well as the pastoral, parental and disciplinary possibilities. Each HMM receives a summary of the pupils' attendance at the end of each week.
- Inform the Local Authority of pupils leaving the school roll, in accordance with the government guidance on the regulations which can be found [here](#). In particular, the Deputy Headmaster (Pupils) should ensure that a pupil is not deleted from the school roll until the school and Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts.
- [Liaise with Registrar wherever there are attendance concerns relating to overseas pupils whose visas are sponsored by the College, for consideration of sponsor reporting responsibilities to UKVI.](#)

Should any parent or pupil have any queries about attendance they should contact their child's tutor in the first instance, escalating to their HMM or the Deputy Head (Pupils) as appropriate.

Publication of this policy
With a view to this policy being easily accessible to leaders, staff, pupils, and parents, we publish this on the school's website, draw it to the attention of parents prior to pupils joining the school and remind parents of the importance of good attendance at the beginning of each school year.