



# SHEBBEAR COLLEGE

---

## ATTENDANCE & REGISTRATION POLICY

### **Senior School**

---

Reviewed and Updated: August 2024 by J Conway  
Reviewed by SLT: August 2024  
Next review: August 2025

---

### **Policy Review at Shebbear College**

**The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.**

## **Rationale**

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Parents, carers, guardians, teachers and the local authority have a duty to ensure maximum attendance at school. Shebbear College holds high expectations of attendance and punctuality. Term dates are published a year in advance and are available on the school website. The policy meets the requirements of the Department for Education's 'Working together to improve school attendance' guidance.

## **Aims**

1. To enable pupil attendance through valuing high attendance rates.
2. To encourage students to take full advantage of their educational opportunity by attending regularly and reduce absence, including persistent and severe absence.
3. To recognise the external factors which influence pupil attendance and work in partnership with parents, carers or guardians to address difficulties.

## **Objectives**

1. To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
2. To provide an effective and efficient system for the monitoring of attendance.
3. To ensure that the health, welfare and safeguarding of all students is fully monitored through vigilant and proactive monitoring of attendance

## **Practice**

1. Attendance is recorded by tutors in the morning at 08:20 and again by HsMs or tutors at 13.50 in the afternoon, as well as in every lesson.
2. Pupils must attend all scheduled classes and sessions, including assemblies, registration, tutorial meetings, House meetings, activities and school fixtures. Any absence from school, however short, must be supported in writing by parents, carers or guardians.
3. Pupils are expected to be punctual at all times. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately. Repeated poor punctuality will be dealt with through the behaviour management systems (iSAMS and CPOMS) and recorded as an "Attendance" event type depending on the outcome of the investigation.
4. It is the responsibility of the tutor or HsM that is taking the register to record the correct attendance code (see appendix 1) during registration, no later than 30 minutes after registration ends. Unplanned absences will be marked as an 'N'. Reception will then check any 'N' absences and see if they are either onsite elsewhere or if parents, carers or guardians have notified the school of an absence. The 'N' code should only be used if a staff member does not know the reason for the absence.
5. Reception will follow up with a phone call to emergency contacts if an absence reason has not been identified and recorded following the scheduled am/pm registration periods to verify absence (*refer to Missing Pupil policy*). If absences are not accounted for within the hour, the receptionist will make contact with the tutor/HsM or Head of Prep School and the DSL who will then coordinate a response in line with the missing pupil policy.
6. Absence figures will be reviewed half termly by HsMs and tutors to identify any patterns or concerns regarding absence or punctuality. Parents, carers or guardians can view their child's attendance on iSAMS. The Senior Attendance Champion checks attendance at the end of each week with the attendance officer and checks any absence codes with the relevant HsM or tutor. The attendance officer produces a report for HsMs/Head of Prep School and the Senior Deputy Head at the end of the third week of each half term for all pupils with an attendance level below 90%. This is fed back to facilitate discussions with pupils and to leaders as required.

7. *Causes for Concern:* HsMs and/or tutors will liaise with parents, carers or guardians or, if not applicable, the Senior Deputy Head will liaise with outside agencies (including a child's social worker if applicable) in consultation with the Head.
8. If a pupil arrives late, they must report to reception upon arrival to sign in. If a pupil needs to leave site during the school day, they must seek permission from their tutor/HsM, this must be acknowledged by either email or via a signing in/out slip presented to reception.

### **Children Missing From Education (CME)**

Children 'missing from education' are children and young people of compulsory school age who are not on a school roll and are not being educated otherwise (at home, privately or in an alternative provision). They have usually not attended school for a substantial period of time.

Shebbear College will work with the local authority and notify them of the following:

- A school leaver's form will be completed due to parents, carers or guardians taking the pupil out of school to be educated outside the school system, e.g. home education. We will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from our register;
- A school leaver's form will also be completed if a pupil plans on going to another educational establishment that is at a non-standard transition point. The parents, carers or guardians must notify Shebbear College of the destination school to avoid triggering a child missing in education;
- A school joiner's form will be completed for any new pupils on our school roll;
- A referral form will be completed if the child has ceased to attend school for any reason, including ill health, relocation or permanent exclusion for 10 days or more.

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation – particularly county lines.

Shebbear College's response to unexplainable and/or persistent absences and children missing education will support identifying such abuse, and in the case of absent pupils, help prevent the risk of them becoming a child missing education in the future.

Shebbear College will support the local authority in response to a child missing from education, this includes when problems are first emerging, but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

### **Contact details for absence**

Parents, carers or guardians must notify Shebbear College of their child's absence from school. Wherever possible prior consent should be sought for absence from the College. Please email your child's tutor. This will be passed on to the Head if further permission is required.

If a parent, carer or guardian knows their child will not be in school, and we have not already been notified, they should make contact as soon as possible on each day of absence (**no later than 08:20**). You can either phone reception and leave a voicemail message or email reception along with your child's tutor.

Reception Telephone: **01409 282000**  
Head of Prep School

Email: [absence@shebbearcollege.co.uk](mailto:absence@shebbearcollege.co.uk)  
Mrs L. Dennis – [ldennis@shebbearcollege.co.uk](mailto:ldennis@shebbearcollege.co.uk)

Pollard Housemistress  
Ruddle Housemistress  
Thorne Housemaster  
Way Housemistress

Miss S. Vetch - [svetch@shebbearcollege.co.uk](mailto:svetch@shebbearcollege.co.uk)  
Mrs C. Deakes - [cdeakes@shebbearcollege.co.uk](mailto:cdeakes@shebbearcollege.co.uk)  
Mr N. Law – [nlaw@shebbearcollege.co.uk](mailto:nlaw@shebbearcollege.co.uk)  
Mrs C. Cardoo – [ccardoo@shebbearcollege.co.uk](mailto:ccardoo@shebbearcollege.co.uk)

### **Senior Leader’s responsible for the strategic approach to attendance in School**

Our Senior Deputy Head is the Senior Attendance Champion and pastoral lead for attendance and will work with the HsMs and Head of Prep School to ensure overall responsibility for championing and improving attendance in school.

Attendance will be monitored, and the school will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. We will ensure actions are applied fairly and consistently but in doing so we will consider the individual needs of pupils and families who have specific barriers to attendance. In development and interpretation, we will consider our obligations under the Equality Act 2010 and the UN convention on the rights of the child.

As a school we will provide additional support to those that have physical or mental health conditions. The DSL along with HsMs will work with parents, carers or guardians to develop specific support approaches for attendance and introduce care plans as required.

Senior Deputy Head

Mrs F. Lovett – [flovett@shebbearcollege.co.uk](mailto:flovett@shebbearcollege.co.uk)

### **Strategies for promoting attendance**

As a school we will promote attendance at all times and will reward good attendance and improvements upon attendance throughout the school year.

### **Expectations**

1. Pupils are expected to attend school every day unless they are ill or have pre-arranged permission from their tutor/HsM or the Head.
2. Parents, carers or guardians need to ensure they notify the school of any absence on each day of absence. (Before 08:20am). They should also ensure that they have provided more than one emergency contact for their child and ensure that appointments for their child are made outside of the school day where possible.
3. In line with regulations, any unauthorised absence of more than 10 consecutive days or regular unauthorised absence will be reported to the LEA who can issue fines for unauthorised absence.
4. In line with statutory guidance, the College will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using code ‘I’ (unable to attend because of sickness) and there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness or the pupil’s total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.
5. Any absence due to reasons other than illness with no prior permission will be recorded as “unauthorised” and will appear on reports and future references.
6. Any absence over four days will be reported to the UKVI student visa department in the case of overseas students for whom this applies.
7. Parents, carers or guardians should arrange vacations during the published periods of holiday, unless there are extenuating circumstances, and prior permission is granted by the Head.

### **Appendix 1 - Attendance Codes**

<b>Appendix 1 - Attendance Codes</b>		
<b>Codes</b>	<b>Description</b>	<b>Meaning</b>
<b>Present</b>		
/	Present (AM)	Present at morning registration
\	Present (PM)	Present at afternoon registration
L	Late (before registers closed)	Present
<b>Authorised absence from school</b>		
C	Leave of absence granted by the school	Pupil has been granted a leave of absence due to exceptional circumstances
H	Leave of absence for the purpose of a family holiday granted by the school	Pupil has been allowed to go on holiday due to exceptional circumstances
E	Suspended or permanently excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
I	Illness (not medical or dental appointment)	School has been notified that a pupil will be absent due to illness.
M	Medical or dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Pupil is on study leave during their public examinations
T	Traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence from school</b>		
G	Holiday not granted by the school or in excess of the period determined by the school	Pupil is on a holiday that was not approved by the school
N	Reason for absence not yet provided	Pupil is absent for an unknown reason (this should be updated when the reason emerges, or replaced with an 'O' if no reason is provided after a reasonable amount of time)
O	Absent without authorisation	School is not satisfied with reason for pupil's absence
U	Arrived in school after registration closed	Pupil arrived at school after the register closed (30 minutes after registration)
<b>Attending an approved educational activity</b>		
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered at another school	Pupil is attending a session at another setting where they are also registered.
J	At an interview with prospective employers, or another educational establishment	Pupil has an interview with a prospective employer or another educational establishment
P	Participating in a supervised sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Pupil is on an educational visit or trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
<b>Unable to attend due to exceptional circumstances</b>		
Y	Unable to attend due to exceptional circumstances	Y1 – usual transport not being available Y2 – widespread disruption to travel Y3 – part of school premises closed Y4 – school site unexpectedly closed Y5 – pupil in criminal justice detention Y6 – public health guidance or law Y7 – any other avoidable cause
<b>Administrative codes</b>		
X	Non-compulsory school age pupil not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Prospective pupil not on admission register	Register set up but pupil not yet joined the school

#	Planned whole or partial school closure	Whole or partial school closure due to half-term/bank holiday/INSET days
---	---	--