

# BRYANSTON

## **ATTENDANCE, ACCOUNTING FOR PUPILS AND REGISTRATION POLICY**

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### **1 Aim**

The aim of this policy is to enable the School to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to pupil progress, enjoyment of learning and pupil welfare and socialisation, and for these reasons the school is dedicated to ensuring its Attendance, Accounting for Pupils and Registration policy is adhered to.

The education of the School's pupils is seen as a partnership between the family and the School and it is the joint responsibility of parents, pupils and staff to ensure that children are attending school as they should be. Non-attendance at Bryanston is uncommon but the School is aware that, if it does occur, non-attendance is rarely a single issue, so the most effective way to improve attendance is by addressing the underlying issues. The School endeavours to work with families to make sure that any problems or circumstances, which may lead or be leading to poor attendance are given the correct and appropriate support. Such circumstances should be addressed with reference to the Bryanston School Safeguarding Policy and Child Protection Procedures and other school policies as appropriate (please refer to the School website).

### **2 Legal Framework**

The School is dedicated to complying with attendance laws set out by the legal framework.

The Education Act 1996 states that:

“The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable -

- a) to their age and aptitude, and
- b) to any special educational needs they may have,

either by regular attendance at school or otherwise.”

(Part 1, Chapter 1, Section 7)

“A person begins to be of compulsory school age -

- a) when they attain the age of five, if they attain that age on a prescribed day, and
- b) otherwise at the beginning of the prescribed day next following them attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year -

- a) if they attain the age of 16 after that day but before the beginning of the school year next following,
- b) if they attain that age on that day, or
- c) (unless paragraph (a) applies) if that day is the school leaving date next following them attaining that age.”

(Part 1, Chapter 1, Section 8)

The Schedule to Education (Independent School Standards) Regulations 2014 in Part 3: Welfare, health and safety of pupils states that:

“The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.”

DfE National Minimum Standard 15 for Boarding Schools (April 2015) states that:

“Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.” (NMS 15.5)

“Staff working within the school know and implement the school’s policy in relation to boarders going missing and their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate.” (NMS 15.6)

### **3 Accounting for pupils**

The Housemaster/Housemistress plus a team consisting of the Matron, residents and Common Room staff assigned to the House, care for all pupils. Together, they will be responsible for the pupils during term time. The Housemaster/Housemistress should always know where a pupil is during term time. All Houses use the Boardingware system to account for the whereabouts of their pupils when they are not in the House via a central iPad in the House Common Room. The School expects all pupils to use this ‘signing out’ and ‘signing in’ system accurately and consistently and pupils are reminded regularly to do this. Parents or guardians are expected to communicate with the Housemaster/Housemistress any absences concerning their child(ren). The School expects pupils to be with their parent(s) or guardian(s) when they are away from school overnight, on weekend leave or exeat and during the school holidays. The School requests parents to give authority to their child’s Housemaster/Housemistress before they leave school to stay with another family.

### **4 Accounting for pupils overnight**

For reasons of fire and other emergencies, it is important that Housemasters/Housemistresses and residents are aware of who is in the House at night time. Access to this information needs to be readily available. Boarders may be away overnight on a Saturday and may, for specific reasons be away overnight on other occasions. Day pupils may spend certain nights of the week, including Saturday and Sunday, in their boarding house.

The School expects each house to have an accurate list of pupils in the house on any particular night that is readily available to the member of staff on duty. This may be electronically via Boardingware or via a hard copy on a house list.

### **5 Accounting for pupils at the weekend**

Pupils are accounted for by a face to face check by the Housemaster/Housemistress, house resident or member of staff of duty at the following times during the weekend:

- Saturday lunchtime in the Dining Hall.
- Saturday supper time in the Dining Hall.
- Saturday ‘in House’ time in their boarding house.
- Sunday morning at Church or Assembly, on whole school weekends.
- Sunday lunchtime in the Dining Hall.
- Sunday supper time in the Dining Hall.
- Sunday bed time in their boarding house.

If a pupil fails to ‘check in’ at any of these times, the member of staff on duty will follow up in accordance with the ‘Accounting for Pupils at the Weekend Guidelines’ on page 9 of ‘*Guidance for Houses: Registration and Accounting for Pupils*’.

### **6 Requests for absence**

Requests for absence (i.e. medical or dental appointments, university visits etc) must be made to the Housemaster/Housemistress and reach them at least three days in advance, except in an emergency, when parents or guardians are asked to telephone the House before 8.15am. Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to the Head well in advance of the proposed absence.

Term dates are published over a year in advance. They can be found on the School website or on the back of the School calendar. This allows family holidays to be arranged without disruption to a pupil’s education.

## **7 Additional information for boarders**

As a seven-day-a-week boarding school, it is School policy to make weekends full and interesting. The School has three types of weekend, which are clearly identified in the school calendar:

- i. Whole School Weekends when pupils are expected to be in school.
- ii. Exeat Weekends when all pupils must be away from the end of school on Friday at 4.20pm and return by 9.00pm on Sunday.
- iii. Open weekends when pupils can choose to remain at school or choose to go home.

The School asks parents to use Boardingware to request a weekend leave for their child(ren). If the Housemaster/Housemistress grants permission for a weekend leave the pupil is free to go home after their school commitments on Saturday afternoon and must return by 9.00pm on Sunday evening.

If a boarder is taken ill during a weekend leave or exeat and will not be returning on time, the parent or guardian should contact the Housemaster/Housemistress to inform them of the reason why the pupil will not be returning on time. The House will telephone the parent or guardian if a pupil is more than an hour late when returning from an exeat.

## **8 Additional information for day pupils**

Day pupils are expected to be in school by 8.15am Monday to Saturday. The school day ends for day pupils at 9.00pm, after prep. From time to time, and with good reason, it may be possible for a day pupil to leave school before 9.00pm after careful communication and negotiation with the Housemaster/Housemistress. Day pupils are welcome to stay in school overnight after communication with their Housemaster/Housemistress.

If a day pupil is ill, the parent or guardian should email or telephone their House before 8.15am on the first day of absence. If nothing is heard from a parent or guardian, the House will telephone on the morning of the first day of an unexplained absence to ascertain the reason for the absence.

## **9 Registration**

All pupils are formally registered via iSAMs twice a day during term time.

- Morning registration takes place in each house from Monday to Saturday between 7.30am and 9.00am. All pupils are expected to have face to face contact with their Housemaster/Housemistress or Matron by 8.15am. The information is entered electronically onto iSAMs by the Housemaster/Housemistress or Matron before the end of morning registration.
- Afternoon registration takes place centrally, outside the Dining Hall, from Monday to Friday and is conducted biometrically between 1.00pm and 2.15pm.

The Common Room Secretary checks the data after each registration window closes and follows up any unexplained absences with the relevant Housemaster/Housemistress or Matron. The Second Master and Head of Boarding receive information via email of any pupil who has not registered and of all pupils who are absent from school for that session together with the iSAMs absence codes for each pupil. The Common Room Secretary produces a School Register after each registration window, which is posted in the Common Room. This gives a record of those pupils who are absent from lessons and the absence codes for each pupil. (For iSAMs registration and absence codes, please refer to page 5 of '*Guidance for Houses: Registration and Accounting for Pupils*').

## **10 Lateness**

A pupil who has missed the morning or afternoon registration window must make face to face contact with their Housemaster/Housemistress or Matron as soon as possible. This is so iSAMs can be updated and the School's attendance data is accurate.

## **11 Failure to register**

If a pupil is not registered at either morning or afternoon registration, the following should take place:

- attempt to contact the pupil by mobile phone (for pupils in A2, A3 & B).

- check with the Medical Centre.
- ask other pupils if they are able to clarify the whereabouts of the pupil (clarification of their whereabouts is not sufficient, but is possibly the first step for sorting this out).

If it is not possible to account for the whereabouts of a pupil, further searches will be needed in accordance with the 'Missing Pupil Guidelines' on page 10 of 'Guidance for Houses: Registration and Accounting for Pupils'.

## **12 Roll call**

In addition to the formal morning and afternoon central registration, all pupils are registered in their boarding house at 7.20pm roll call by the member of staff on duty. This is conducted on Boardingware.

## **13 Record keeping**

In consideration of the minimum retention periods set out in The Education (Pupil Registration) (England) Regulations 2006, the School's Records Management Policy provides for the Admissions Register to be retained permanently. The Attendance Register for an individual pupil will be kept for a minimum period of 7 years after the date of leaving the School.

The Schools' attendance register is backed up electronically on a daily basis.

## **14 Reporting to the authorities**

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. From 1 September 2016, this duty was extended to:

"Schools must notify their own local authority when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year."

The Head of Boarding is responsible for notifying Dorset County Council when the School removes or adds a pupil's name to the admissions register at non-standard transitions.

### Removing pupils from the school roll

Removing a pupil from the school roll is a very important decision and may have far reaching consequences if the correct procedures are not followed. For instance:

- the School could fail in its legal duty.
- children can become missing from the education system.
- the safeguarding of children can be affected.
- children can be denied access to education.

Regulation 8 on page 4 of 'The Education (Pupil Registration) England Regulations 2006 (SI2006/1751)' sets out the only circumstances in which pupils of a compulsory school age can be removed from the school roll.

The School will not delete pupils from the attendance register until they are deleted from the admissions register.

### Adding pupils to the school roll

Regulation 5 on page 2 of 'The Education (Pupil Registration) England Regulations 2006 (SI2006/1751)' specifies that pupils joining the School must be listed in both the admissions and attendance registers on the expected first day of attendance.

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

Children are identified as missing from education when they are of compulsory school age and are:

- not on a school roll.
- not being educated other than at school.
- identified as having been out of any educational provision for a substantial period of time.

Children go missing from education for a number of reasons including:

- they do start school at the appropriate time and so they do not enter the education system.
- they are removed from school by their parents.

Children missing from education are at much greater risk of:

- neglect.
- abuse.
- abusing drugs and alcohol.
- child sexual exploitation (CSE)
- forms of abuse linked to culture, faith or belief.
- radicalisation and extremism.
- (NEET) not in education, employment or training in later life.

In accordance with '*Bryanston School Safeguarding Policy and Child Protection Procedures*':

"all staff will follow the school's procedure for dealing with unauthorised absence, particularly on repeat occasions, to help identify vulnerable pupils and to help prevent the risks of their going missing in future. Actions could include involving other professionals"

DfE statutory guidance: Children Missing Education September 2016 underpins actions in relation to these matters.

This document should be read in conjunction with the following school policies:

- Bryanston School Safeguarding Policy and Child Protection Procedures

The '*Guidance for Houses: Registration and Accounting for Pupils*' document supplies additional practical information to those responsible for the pupils in their care.

Reviewed: September 2018  
Reviewer: Second Master, Head of Boarding and Housemasters/Housemistresses  
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Author: Head of Boarding

