

BRYANSTON

ATTENDANCE, ACCOUNTING FOR PUPILS AND REGISTRATION POLICY

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).

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 I, Chapter I, 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 I, Chapter I, 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)

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*’.

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.

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 School’s attendance register is backed up electronically on a daily basis.

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 Deputy Head Boarding & Pastoral 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.

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 not 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.
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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 2020
Reviewer: Second Master and Housemasters/Housemistresses
Next Review: September 2021
Author: Deputy Head Boarding & Pastoral

