



BRYANSTON

All policies carrying the Bryanston logo apply to any other brands or operations of Bryanston including Bryanston Prep.

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## ATTENDANCE, REGISTRATION AND ACCOUNTING FOR PUPILS POLICY

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### PART 1: ATTENDANCE

The aim of this policy is to enable the school to provide a consistent practice that encourages and facilitates good attendance of all pupils. Good attendance begins with the school being somewhere our pupils want to be and therefore the foundation of securing good attendance in all our pupils is to work to create a calm, orderly, safe and supportive environment where all pupils are motivated and ready to learn. Good attendance is the essential foundation to positive outcomes for all pupils, including their safeguarding, enjoyment of learning, welfare and socialisation. For these reasons attendance is seen as everyone's responsibility and 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. The school continually reviews its practices related to the curriculum, relationships, behaviour, SEN support, pastoral and mental health and wellbeing to remove any barriers to attendance. Non-attendance at Bryanston and Bryanston Prep 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 to or be leading to poor attendance are given the correct and appropriate support. Such circumstances should be addressed with reference to Bryanston School Safeguarding Policy and Child Protection Procedures and other school policies as appropriate.

#### **The law on school attendance and right to a full-time education**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where a parent decides to have their child registered at the school, they have an additional legal duty to ensure their child attends regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

## **The 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 School Attendance (Pupil Registration) (England) Regulations 2024.”

### DfE National Minimum Standard 20 for Boarding Schools (September 2022) states that:

“Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.” (NMS 20.5)

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

(NMS 20.6)

## **Attendance and Safeguarding**

Attending school can be a passport to a child’s future into adulthood, independence and achieving their ambition. Attending school is far more than academic learning, school is an incredibly important place for children to develop socially and emotionally and to make long lasting relationships. Research tells us that children and young people gain resilience and a sense of belonging by being part of their school community. Children who attend school are happier, healthier and have access to opportunities in life.

Since schools reopened their doors at the end of the pandemic children’s attendance at school has become a growing concern. The Children’s Commissioner, Dame Rachel Da Souza has described this as ‘one of the issues of our age’. Research has shown associations between regular absence from school and a number of extra-familial harms. School can be a safe haven for our most

vulnerable young people and regular attendance is an important protective factor. Improving attendance is everyone's business. There must be a concerted effort across schools, local authorities, health and family. As a school, Bryanston is committed to keeping all children safe and will take a multi-agency approach to any long-term or regular absences.

### **Admission register (the School role)**

The school's admission register contains specific personal details of every pupil in the school along with their starting date, information regarding parents, and details of the school they last attended.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

### **Attendance register**

The school takes the attendance register at the start of each morning and each afternoon session of each school day. On each occasion, the school records whether each registered pupil is physically present in school, or, if not, the reason why they are not in school using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. Full details of these codes can be found in the '*Guidance for Houses: Registration and Accounting for Pupils*' document, kept in each boarding house.

## **PART 2: REGISTRATION**

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

- Morning registration takes place in each boarding house from Monday to Saturday between 07.30 and 09.00. All day pupils are expected to arrive by 08.10 and all pupils are expected to have face to face contact with their House Parent, Deputy House Parent or Matron by 08.10. The information is entered electronically onto iSAMs by one of these members of staff before the end of morning registration.
- Afternoon registration takes place as above, from Monday to Friday and is conducted between 13.00 and 14.30.

The School Administrator checks the data after each registration window closes and follows up any unexplained absences with the relevant House. The Deputy Head Boarding & Pastoral and the School Administrator receive a registration status report via email giving information of any pupil who has not registered. The 'Registration Status Report' on iSAMs gives a record of those pupils who are absent from school with the relevant absence code.

### **Lateness**

The school actively discourages the late arrival of day pupils and House Parents are alert to patterns of late arrival. A pupil who has not registered by 09.00 (morning registration) or by 14.30 (afternoon registration) will be marked as absent. If a pupil arrives later in the session after the register has closed, the absence code will be updated to the one that is most appropriate. For accounting for pupil purposes, it is imperative that the pupil makes face to face contact with their House Parent, Deputy House Parent or Matron as soon as possible after the registration has closed.

### **Failure to register**

If a pupil has not registered at either morning or afternoon registration, but is known to be in school, the following takes place:

- check signing out list on Orah.
- check lists of pupils on trips or sports fixtures on SOCS.

- attempt to contact the pupil by mobile phone (for pupils in A2 & A3) via voice call and text message.
- attempt to contact the pupil by email.
- 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 action and searches are needed in accordance with the 'Missing Pupil Guidance' found in '*Guidance for Houses: Registration and Accounting for Pupils*'.

### **Requests for absence**

Requests for absence such as medical or dental appointments, university visits etc, must be made to the House Parent or Deputy House Parent and reach them at least three days in advance, except in an emergency, when parents or guardians are asked to telephone the boarding house before 08.10. 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. This allows family holidays to be arranged without disruption to a pupil's education. Although it is at the discretion of the Head, it is worth noting that the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance for leave of absence to be granted. It is therefore unusual for the Head to authorise an absence for a family holiday.

### **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:

- whole school weekends (closed weekends) when pupils are expected to be in school.
- exeat weekends when most pupils leave school end of morning lessons on Friday at 13.15 and (boarders) return by 21.00 on Sunday. The school remains open on exeat weekends for overseas boarders who prefer to stay at school. The same is true of half term holidays in all three terms.
- open weekends when pupils can choose to remain at school or choose to go home.

The school asks parents to use Orah to request a weekend leave for their child(ren). If the House Parent grants permission for a weekend leave the pupil is free to go home after their school commitments on Saturday afternoon and must return by 21.00 on Sunday evening.

If a boarder is taken ill during a weekend leave or exeat and will not be returning at the expected time, the parent or guardian should contact the house to inform the member of staff on duty of the reason why the pupil will not be returning on time. The member of staff on duty in the house will telephone the parent or guardian if a pupil is more than an hour late when returning from an exeat.

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

Day pupils are expected to be in school by 08.10 Monday to Saturday. On Monday to Friday, the school day ends for day only pupils at 18.30. From time to time, and with good reason, it may be possible for a day pupil to leave school before 18.30 after careful communication and negotiation with the House Parent. A departure from school prior to 18.30 is unlikely to

be agreed more than once a week. The school day on Saturday ends after school commitments. Day pupils with a bed are welcome to stay in school overnight after communication with their House Parent.

If a day pupil is ill, the parent or guardian should email or telephone their House before 08.10 on the first day of absence. If nothing is heard from a parent or guardian, the House Parent, Deputy House Parent or Matron will telephone on the morning of the first day of an unexplained absence to ascertain the reason for the absence.

### **Analysis of attendance and absence data**

The House Parents and Deputy Head Boarding and Pastoral regularly analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and puts a team around that pupil to ensure effective strategies are in place.

### **Persistent and severe absence**

Where absence escalates and a pupil misses 10% or more of school, the pastoral team will work with the pupil and their parents to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, the school will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties.

Particular focus is given to pupils who are absent from the school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of organisations. In these instances, the school is likely to work with Children's Services to provide a multi-agency approach and another layer of support.

### **Record keeping**

In consideration of the minimum retention periods set out in The School Attendance (Pupil Registration) (England) Regulations 2024, 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.

In accordance with regulation 13(4) to (6) in The School Attendance (Pupil Registration) (England) Regulations 2024, a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class, unless the local authority has requested such information

The Head's PA 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.

### **Deletion of names from admission register**

A pupil's name will only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the

situations set out in regulation 9 occurs, the pupil's name will be deleted. A pupil's name will not be removed for any other reason.

Removing a pupil from the admission register 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.

The school will not retrospectively delete a pupil's name from the admission register or attendance register. The admission register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admission register.

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

#### Adding pupils to the school roll

The School Attendance (Pupil Registration) (England) Regulations 2024 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) or child criminal exploitation (CCE).
- county lines.
- forms of abuse linked to culture, faith or belief.
- radicalisation and extremism.
- (NEET) not in education, employment or training in later life.

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

### **PART 3: ACCOUNTING FOR PUPILS**

The House Parent plus a team consisting of the Deputy Houseparent, the Matron, the resident and other common room staff assigned to the house, care for all pupils. Together, they are responsible

for the pupils during term time. The House Parent should always know where a pupil is during term time. All houses use the Orah platform 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 House Parent 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 House Parent before they leave school to stay with another family.

### **Roll call**

In addition to the formal morning and afternoon central registration, all pupils are registered in their boarding house at 19.15 roll call by the member of staff on duty.

### **Accounting for pupils overnight**

For reasons of fire and other emergencies, it is important that the House Parent and other residential staff 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 Orah or via a hard copy on a house list.

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

Pupils are accounted for by a face-to-face check by the House Parent, Deputy House Parent, resident or member of staff on duty at the following times during the weekend:

- Saturday lunchtime.
- Saturday supper time.
- Saturday 'in House' time in their boarding house.
- Sunday morning in Church, or in house, as required.
- Sunday morning/brunch.
- Sunday supper time.
- Sunday 'in House' time in their boarding house.
- Sunday bedtime 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 Guidance' and the 'Missing Pupil Guidance' in *Guidance for Houses: Registration and Accounting for Pupils*.

### **Attendance and Engagement of Child Student Visa Pupils**

To comply with the UKVI regulations, the school must keep a record of sponsored visa pupils' attendance and report any issues of consistent non-attendance to the UKVI. Pupils must ensure that their attendance levels and engagement are satisfactory or risk their Child Student Visa sponsorship being withdrawn.

Parents of sponsored Child Student Visa pupils are therefore requested to adhere to term dates when booking international flights as a pupil's non-attendance is recorded if they arrive late at the beginning of term or leave early at the end of term and depending upon the circumstances, this may constitute an unauthorised absence.

The school has a duty to report to the UKVI if a pupil misses '10 consecutive expected contact points' without authorisation. Bryanston defines an 'expected contact point' as **one school day (AM and PM registration)**.

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.

This document should be read in conjunction with the following legislation:

- The School Attendance (Pupil Registration) (England) Regulations 2024
- Working together to improve school attendance: Statutory guidance (applies from 19 August 2024)