



# St Paul's School

FOUNDED 1509

## Attendance Policy

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**This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk).**

### 1. Policy Statement

- 1.1** For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. A child missing school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff. Improving attendance is everyone's business; and high pupil attendance will require a safe, supportive school environment working together with parents and other local partners to treat the root causes of absence and remove barriers to attendance. The policy therefore deals with important routine attendance matters, but also pupils with higher absence levels, as well as pupils who might become deemed as missing from education. Routine daily attendance processes at SPS and SPJ are detailed in Appendices 1 and 2. Further detail on all areas of process is contained in the Registration Handbook
- 1.2** The policy should be read in conjunction with the School's Missing Pupil Policy, which specifically outlines emergency procedures to follow if a child is identified as missing on a given school day or activity.

## 2. Aims

2.1 This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the School, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:

- Procedures and lines of responsibility within the School are clear as regards:
  - Attendance and Registration;
  - Authorisation and Clearance of Absence (including Exeats) and Lateness;
  - How sanctions are used to reinforce expectations of attendance and punctuality;
  - How and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School;
- Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance;
- Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality and enable action to be taken quickly to identify and reduce absence, including persistent absence.
- Effective steps are taken, working together with local partners as appropriate, when any pupil becomes persistently or severely absent from education, or missing from education.
- The School fulfils its responsibility to notify the local authority when pupil register or de-register outside standard transition times, or other instance when a child is missing from education.

## 3. Statutory Framework

3.1 The legal framework governing school attendance is summarised in [Working together to improve school attendance \(DfE, 2022\)](#) and its [summary companion document](#) . The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Richmond Local Education Authority (LEA), regarding school attendance, which can be found on the [richmond.gov](http://richmond.gov) website. Responsibilities of parents towards their child's attendance are outlined in DfE guidance [School attendance responsibility measures \(2015\)](#). In addition, [Children Missing Education](#) provides statutory guidance for local authorities, and further notes certain school obligations.

## 4. Responsibilities of Parents

4.1 Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and to any special education needs they may have. This means their child must attend every day that school is open, except in a small number of allowable circumstances such as being too ill to attend or being permission for an absence in advance from the school.

- 4.2 Parents are responsible for informing the school on any occasion/day when their child is unable to attend due to illness, a medical appointment or pre-agreed work experience, providing the reason for non-attendance. This should be done:
- At St Paul's: by emailing [registration@stpaulsschool.org.uk](mailto:registration@stpaulsschool.org.uk) as far as possible in advance and by the very latest by 8.25am on the morning of the absence, copying their child's tutor.
  - At St Paul's Juniors: contacting the School Office ([spjreceptionist@stpaulsschool.org.uk](mailto:spjreceptionist@stpaulsschool.org.uk)) as far as possible in advance and by the very latest by 8.25am on the morning of the absence, copying their child's form tutor.
- 4.3 Parents should only request a leave of absence for their child in exceptional circumstances (for instance, attending a funeral, important religious observance, elective surgery, or involvement in a national extracurricular competition). Such a request must be made in writing to the Undermaster (St Paul's) or Head (St Paul's Juniors) at least a week in advance of the proposed date(s) of absence. The Undermaster/Head, in consultation with the Deputy Head Pastoral, will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the School.
- 4.4 Where a child has missed five consecutive days due to illness, or where there is a recurrent pattern of absence due to ill-health, parents must produce a Doctor's note to support the reason for their child's ongoing absence. As far as possible, parents should book medical and dental appointments outside of the school day/term.
- 4.5 When parents/guardians are to be away from home overnight during term, they are required in the contract with the school to inform us of the name and contact number for a temporary guardian. This information should be provided to the Tutor, and should be copied to the relevant Undermaster.
- 4.6 Parents are expected to work together with the school to help understand and overcome any barriers to their child's attendance and to proactively engage with any support offered on behalf of the School or local authority to avoid the need for more formal support. The DfE considers absence from 10% of school over an extended period to be 'persistent absence', and recommends that, at that level, the school should work with local authority services to ascertain and understand the reasons for their low attendance, and seek to support the child and parents to overcome those barriers.

Were low attendance to continue despite initial support, parents are also expected to proactively engage with any formal support offered by the school or local authority, such as a voluntary Parenting Contract or other voluntary early help plan to prevent the need for legal intervention.

- 4.7 Where parents fail to ensure regular attendance, and have not engaged with support services or voluntary measures such as a Parenting Contract, the local authority may take a number of measures, as outlined in [School Attendance Parental Responsibility Measures](#) (DfE, 2015). These may include a Penalty Notice, a School Attendance Order, a Parenting Order, or prosecution, which could result in a fine of up to £2,500 or a jail term of up to three months.

## **5. Responsibilities of Pupils**

- 5.1 Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time.
- 5.2 If, for any reason, a pupil needs to leave the School site during the School day, they must first seek and receive an Exeat from a senior member of the pastoral staff (at St Paul's, an Undermaster, the Deputy Head Pastoral or the Surmaster; at St Paul's Juniors the Head of Year or Deputy Head Pastoral). Exeats will require a request to be made in writing by the parents in advance. Pupils should then collect their exeat from reception before departing the site. A pupil who is ill must see the School Nurse. They may decide the pupil is too unwell to attend School, and make arrangements with parents for them to be collected/return home.
- 5.3 Failure to attend school regularly or punctually, or failing to attend registration without good reason, or leaving the School without an Exeat all constitute breaches of the School's Behaviour, Rewards and Sanctions Policy and may lead to sanctions.

## **6. Responsibilities of the School**

**6.1** The School holds a number of responsibilities regarding pupil attendance. It must:

- Develop and maintain a whole-school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupil or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work together with other partners in the area, such as local authorities, when absence is at risk of becoming persistent or severe, or when a child is deemed to be missing from education.

### **6.2 Designated Senior Leaders for Attendance**

The designated senior leaders for attendance are:

- At St Paul's, the Deputy Head Pastoral, Nick Watkins (ngdw@stpaulsschool.org.uk)
- At St Paul's Juniors, the Pastoral Deputy Head Pastoral, Nick Arnold (na@stpaulsschool.org.uk)

They are supported by a [Head of Attendance/Attendance Officer] with a whole-school remit; and a Registration Administrator (SPS) and the St Paul's Juniors Receptionist (SPJ).

### 6.3 Using Data to Support High Attendance

The School recognises that worrying attendance trends require swift identification and intervention to prevent them becoming habitual. An effective strategy for reviewing attendance data is therefore essential. As part of its strategies, the school will:

- Monitor and analyse attendance data on a weekly basis
- Analyse trends of half-termly, termly and annual data (including of individual pupils, cohorts and of poor attendance on specific days) and benchmark this data.
- Devise appropriate strategies in response to this data, at individual and cohort level as appropriate.

### 6.4 Addressing Persistent or Severe Absence

The School will seek to reduce severe or persistent absence, in accordance with [Working Together to Improve School Attendance](#). The school's strategy when doing so is founded upon the understanding that the child's welfare is paramount, and that respectful and positive relationships between home and school will be the foundation of good attendance; and that the School will be seeking to understand and remove barriers to attendance, together with the parents. Wider support from local authority and other partners will be sought where lower level supports are not proving effective at improving concerning attendance, with enforcement measures as a last resort. The school notes that:

- Where pupils miss more than 10% of school across a sustained period, the DfE advises that we work with local authorities to put in additional targeted support.
- Particular focus must be given to pupils missing 50% or more of school<sup>1</sup>.
- The School will always contact the relevant local authority children's services where a child is absent without an authorised reason for ten days or more, whenever a child's levels of unauthorised attendance exceeds 5% or whenever any absence appears to the School to raise a safeguarding concern.

In seeking to address concerning absence, the school will:

- Make informal contact seeking to understand in-school barriers; seek to support pupil and parents to overcoming these or other barriers. These may include welfare or mental health support, mentoring, creating and emphasising positive reasons to attend school; plans for successfully making it to school; voluntary engagement with local authority services.
- Require the presentation of formal medical notes when a child is absent due to five consecutive days of illness, or where a persistent pattern of absence linked to illness emerges.
- Where absence continues/intensifies, so will support. This may include :
  - More formal meetings with parents, with a senior pastoral lead
  - Voluntary early-help assessments where such support would be valuable to the family.

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<sup>1</sup> [Young Minds](#) offers guidance to both Schools and Parents around supporting pupils who are 'school refusing'.

- Where voluntary support has not been effective, more formal support may be put in place.
  - Parenting Contract
  - Education Supervision Order
  - Issue a fixed penalty notice
  - Intensify support through a referral to children’s social care where there are safeguarding concerns (especially where absence becomes severe, below 50% attendance).
  - Commence prosecution where necessary.

The School will record and evaluate the success of interventions at each stage.

The School will be particularly mindful and sensitive when supporting pupils whose attendance is impaired by long term medical conditions (physical or mental health), disabilities or special educational needs.

## **6.5 Admission and Attendance registers**

- The School must hold an accurate Admission Register (or “School Roll”) and Attendance Register. All pupils must be placed on the admission register and have their attendance recorded in the attendance register. These tasks are completed by the respective Admissions departments at St Paul’s and St Paul’s Juniors.
- The School must notify the local authority within five days of adding any pupil’s name to the register where that pupil is added to the register at the start of any year other than the SPS 4<sup>th</sup> and L8th form, or at SPJ outside of 7+, 8+ or 11+ entry points. The School must provide the local authority with all the information held within the admission register about the pupil. At St Paul’s, this task will be undertaken by the Head of Attendance; and St Paul’s Juniors, by the Head’s PA.
- Where the parent of a pupil notifies the school that the pupil will live at another address, the school must record in the admission register:
  - The full name of the parent with whom the pupil will live
  - The new address
  - The date from when it is expected the pupil will live at this address.

This task is completed at St Paul’s by the PA to the Deputy Head (Pastoral); and at St Paul’s Juniors by the SPJ School Administrator.

- Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, and the child will be departing the school at a non-standard departure point, the school must record in the admission register:
  - The name of the other school
  - The date of when the pupil first attended, or is due to start attending, that school.
  - The School must then notify the local authority immediately the child leaves the school roll
  - The School will also confirm the location of the child’s new school, and confirm they have are now registered there.

At St Paul’s, this task is completed by the Head of Attendance; at St Paul’s Juniors it is the Head’s PA.

The Head of Attendance has a whole-school brief, and is responsible for ensuring good practice across both schools.

## **7. Children missing from education**

In accordance with the law, the School has an admission register and an attendance register and all pupils are placed on both registers.

The school will inform the local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school;
- have been certified by a medical professional as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the Head does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority will be notified when the school is to delete a pupil from its register under the above circumstances so that the local authority can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect. In any case where a pupil of compulsory school age is to be deleted from the School register when the next school is not known, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

## **8. Children who fail to attend school regularly**

The School is required to agree with the LEA, the regular interval that the School will inform the LEA of any pupil who fails to attend school regularly, or has been absent without the School's permission, in accordance with the Attendance policy. The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year.

The School will also inform the relevant LEA and/or Children's Social Care (CSC) as appropriate immediately if a single absence raises child protection concerns (see above), or a pupil has five days of unauthorised absence (other than for reasons of sickness or leave of absence, or where the context is understood and there are no safety concerns regarding a child); or in any situation where it is deemed necessary to escalate concern regarding poor attendance on the basis of rising concerns about a child's welfare, in the judgement of senior pastoral staff.

## **9. Reporting missed contacts for holders of a Child Student Visa**

The School takes responsibility for all of its holders of a Child Student Visa while it is sponsoring them, including by doing all it can to ensure that prospective students are genuine students who can comply with the Immigration Rules, and that students enrol, comply with their conditions of leave, and see their course through to completion, including attending regularly, in accordance with the School's UKVI Child Student Sponsorship Policy.

The School supports immigration control, including by taking steps to ensure that every student at the School has permission to study in the UK throughout the whole period of their study.

In signing up to the School's Terms and Conditions, parents are consenting to the arrangements for their child's application, travel, reception and care arrangements in the UK.

As a sponsor for students under the Home Office Child Student visa scheme, the School is aware of its responsibility to report promptly to the United Kingdom Visas and Immigration (UKVI) department of the Home Office in cases where a holder of a Child Student visa is found to have contravened the terms of their visa.

Full details of school obligations and actions relevant to Child Student Visa Holders and attendance are contained in the School's UKVI Child Student Sponsorship policy and associated protocols. In particular, accurate attendance monitoring is vital so that a report can be made by the Registrar to UKVI in the event that a holder of a Child Student visa has:

- Missed 10 consecutive expected contact points (with a contact point being a morning or afternoon registration period) without reasonable permission given by the school leading up to those contact points, resulting in the School withdrawing sponsorship;
- Enrolled but not attended;
- Not enrolled within the enrolment period;
- Withdrawn due to ill health or other circumstances (including if the student withdraws before they travel to the UK);
- Ceased to be sponsored by the School;
- Been delayed from enrolling or attending (even when the length of the delay is known);
- Ceased studying and stopped attending;
- Been excluded or otherwise required to leave by the School resulting in the School withdrawing sponsorship;
- Been the subject of an administrative error in student reporting;
- Returned overseas but not withdrawn (including where the pupil has been permitted to defer). Reports will be made in all cases through the online Sponsorship Management System (SMS) in accordance with the reporting procedures given in the document Tier 4 of the Points Based System: Guidance for Sponsors (2019).

The School does not need to make a report if:

- A student has been given reasonable permission to miss a contact;
- The school has decided not to withdraw sponsorship even though the student has missed 10 consecutive contacts. This should be very rare and the School must keep evidence of any decision of this kind, together with the reasoning behind it



## **10. Day-to-day Attendance Processes.**

The School's day-to-day attendance and absence processes are detailed at Appendix 1 (St Paul's) and at Appendix 2 (St Paul's Juniors).

## **Appendix 1 – St Paul’s School Registration Procedures**

The School has a legal responsibility for taking and maintaining an accurate School Register (SR) of all pupils twice each day throughout term time: once at the beginning of the morning session and once in the second (afternoon) session. Every entry in the SR must be preserved for a period of three years after the date on which the entry was made. Likewise, a back-up copy of the SR will be retained for three years. The register must be kept from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the School must establish the reason for the absence and mark the attendance register accordingly.

The Tutors of pupils have primary responsibility for registering their tutees in the morning (and in Friday ‘Tutors’) and following up lateness. Tutors will take the attendance register at the start of each session of each school day during the Morning Registration Period (MRP). A second attendance register will be taken by the period 6 teacher at the beginning of the second session of the day, during the Afternoon Registration Period (ARP).

### **1. Morning Registration Period (MRP)**

- Pupils should be at school by 8:25am, so that they are present for registration at 8:30am in their Tutor rooms.
- Tutors must register pupils as **Present** or **Absent** (using the appropriate code, as per Appendix 1) within the MRP (8.30–8.37am) using the ISAMS Registration module: in case of technical problems precluding the use of ISAMS, email [registration@stpaulsschool.org.uk](mailto:registration@stpaulsschool.org.uk) a list of absentees.
- Only where a Tutor has received communication about a pupil’s absence in advance of the MRP from their parent should the absence be cleared immediately during the MRP.
- Pupils must not be registered present unless they are sighted by the Tutor during the MRP.
- Pupils who have music lessons during registration must sign-in on a list outside the music office.
- Pupils arriving late must report to the Book Room to register their presence and explain their lateness.
- At 9:30am the book-room will email a list of unexplained **Absent** pupils to Tutors. All teachers must check the emailed list of absentees and email any corrections to registration (Book Room). If they are still not cleared at 10:40am, an email will be sent to the parents by the Registration Administrator (see Appendix 1), alerting them to their son’s absence. If no contact is received from parents by 11am to explain the absence, the Registration Administrator will phone the Parents and if there is still no contact by 12 midday, will inform the Head of Attendance, the Tutor and the Designated Safeguarding Lead (DSL), who will discuss whether to invoke the [Missing Pupil Policy](#).
- If a Tutor has pupils who arrived late, they should check the list of pupils who have arrived after 8:37am, with their reasons for lateness, on the [Registration intranet page](#) that day. This list is so:

- Tutors know that their tutee has arrived at school late;
- A future discussion is triggered with the tutee to find out if there is a valid reason for the lateness to be cleared or not.

### 1.1 **Afternoon Registration Period (ARP)**

- Period 6 teachers must register pupils as **Present, Late or Absent: No reason yet provided** or, when the reason is known, use the appropriate absence code (as per 2.1.1) during the ARP (2.15pm-2.30pm Monday –Thursday and from 2.15-2:30pm on Fridays), using the ISAMS Registration module. In case of technical problems precluding the use of ISAMS, email [registration@stpaulsschool.org.uk](mailto:registration@stpaulsschool.org.uk) a list of absentees.
- L8th pupils with a private study period must register with the teacher responsible for the private study period.
- **U8th pupils with a free period must register in the Book Room between 2.20pm and 2.30pm.**
- Pupils who have music lessons in period 6 must sign-in on a list outside the music office.
- Each day, the Music Administrator sends a list of pupils with a music lesson during the period 6 to the Registration Administrator. If a teacher has been informed of the reason the pupil is missing the lesson they can use the absence code “Q – Music Lesson (absent)”. The pupil will be registered by their teacher in the subsequent lesson (period 7).
- **Games registration:** Those who cannot register their group electronically must send a list to the Book Room as soon as possible. Games Halves will be registered directly in iSAMS within the Period Games register. This will also apply to Games Halves with a late start time – the register should be taken at their beginning of the session and entered into iSAMS in the period 7. Pupils who have a late games half are required to sign in at the Book Room between 2pm and 2.30pm. The late games half register is entered into the period 7 slot.
- For Fourth Form, in the Spring Term their second Games Halves option will be registered as a period 7 lesson.
- Pupils Off Games must go to the library to be registered at 2pm.
- U8th pupils who have no lessons in the afternoon may go home without having to register first, except on Friday when they must register at Tutor meetings. Any U8th pupil going home before 3pm will be allowed to leave if their name is on the list held by security.
- If, for any reason, a class has not been registered by the close of the Afternoon Registration Period, then either the Head of Attendance or Registration Administrator must visit that class and complete the registration.
- The Book Room will email parents of all pupils who were present in the MRP, but subsequently registered as absent in the ARP by 3:15pm. If no contact is received from parents by 4pm to explain the absence, the Registration Administrator will phone the parents, and if there is still no contact will inform the Head of Attendance, the Tutor and the Designated Safeguarding Lead (DSL), who will discuss whether to invoke the [Missing Pupil Policy](#).

## 1.2 Lesson registration

- For all lessons (including the second period in a double lesson) teachers must register pupils as **Present, Late** or **Absent: No reason yet provided** or, when the reason is known, use the appropriate absence code.
- In addition to Tutor's codes (as per 2.1.1) which may be mirrored, there are some lesson specific codes:
  - Q – Music Lesson, when a pupil has asked permission to miss a period for music.
  - D – Nurses, when a pupil has asked permission to miss a period for on-site medical care. Appointments may be entered in advance as absences by the nurses (or registered as optional presence code "D – Nurses")
  - K – Excused from lesson (other), when a pupil has asked permission to miss a lesson for another reason but is on site (e.g. school tour)
- Pupils who are attending a music lesson are registered by signing in at the Music Office before the start of the music lesson.
- L8 pupils without a lesson in period 7 or 8 may go home after completion of their school commitments that day.
- U8 pupils without a lesson period 6, 7 or 8 may go home early.

## 2. Procedures for Clearing Absences and Lates

### 2.1 Tutors' responsibilities

2.1.1 If a tutee is absent and one of the following codes applies to the absence, then the Tutor must enter it themselves in the School Register (via iSAMS):

N – No reason yet provided

U– Late arrival, authorised\*

I – Illness

\*forward any message about late arrival to [Registration@stpaulsschool.org.uk](mailto:Registration@stpaulsschool.org.uk)

Only correspondence from parents/guardians is allowed. If a pupil emails to say he will be late then code "N – No reason yet provided" should still be used (but still forward the email to the Registration)

2.1.2 For all other types of absence, the Tutors must forward the parental correspondence that confirms the type of absence to [Registration@stpaulsschool.org.uk](mailto:Registration@stpaulsschool.org.uk). The Registration Administrator will then identify and enter the appropriate code (see Appx 1, section 5.2).

2.1.3 NB Tutors **must not** approve or authorise a leave of absence. Such leave must be agreed between the Undermaster, Deputy Head Pastoral or Surmaster and the parents in advance. The Undermaster informs the Book Room Administrator of all leave of absence granted.

2.1.4 Tutors should regularly remind parents to advise them, in advance, if their child is going to be absent or late. Early communication between parents and Tutors leads to better, more efficient record-keeping.

2.1.5 If Tutors are not convinced about an explanation of illness provided to excuse absence they should discuss it with the relevant Undermaster, who may request that parents provide medical evidence to confirm the illness. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

### **3. Exeat Procedure**

- Parents seeking an exeat to take their child out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School by writing to the Undermaster for their son's year group at least a week in advance of the proposed date(s) of absence. The Undermaster, in consultation with the Deputy Head Pastoral, will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the School.
- Undermasters will confirm the granting of the Exeats by emailing Registration and parents. The Exeat will then be placed on iSAMS by the Book Room Administrator.
- When a pupil leaves school, he must sign out at the Main Reception and collect a date-stamped Exeat slip, which he can, when challenged, hand to security as he leaves. Pupils leaving for an Exeat must do so through the main school gates.
- Pupils returning from an Exeat should sign back in at the Book Room immediately on arrival.

### **4. Procedures for Lateness or Failure to Register**

#### **4.1 Late Arrivals**

- Between 8:35am and 8:55am, any pupil arriving late must go directly to the Book Room to register and explain their lateness.
- Where there is a valid reason to excuse the lateness, the pupil is recorded as late but cleared; otherwise the pupil is recorded as an uncleared Late.
- Pupils who arrive after 8:55am must go directly to the Book Room and register via the Late Form. Tutors should check the daily list at <http://intranet.stpaulsschool.org.uk/handbook/registration> if their tutee is late in the morning to ascertain the reason and follow up with the tutee. They should email [Registration@stpaulsschool.org.uk](mailto:Registration@stpaulsschool.org.uk) if they believe their tutee should not have been marked late.
- Pupils, through Tutors, may challenge a lateness recording, if they have evidence of, or information about, extenuating circumstances which mitigate the lateness.

- The school morning register closes at 11am. Any arrivals after this time must be given the appropriate absence code.

#### **4.2 Late Passes**

If a pupil has to leave home before 7:15am to arrive at school they may apply to their Undermaster for a late pass. A late pass excuses occasional but not habitual lateness – pupils with a Late Pass should still aim to arrive at School on time and in any case must arrive before 9am, otherwise they are deemed late and penalised. The Undermaster will consult the Head of Attendance before the award of any late pass.

#### **4.3 Sanctions for lateness and failure to register – Late Point System**

- Each term, and at the October Remedy, the system starts afresh with all pupils on 0 points. 1 point is awarded where a pupil arrives late and registers before 9am
- 2 points are awarded where a pupil arrives late and register after 9am
- If 4 points are accrued in an Autumn half-term or during the Spring or Summer terms, the pupil will be placed in a Midweek Lates Detention (by the Head of Attendance, on behalf the the pupil's Undermaster).
- If a pupil accrues a further four late points in the term/half, then they will be placed in a Friday detention.
- A third detention for lates in a term/half, or a fourth in total, will see the award of a Saturday Detention.

**4.4 Appeals against late decisions.** In the event of a disputed instance of lateness, the Undermaster will consider any appeal, in consultation with the Head of Attendance.

### **5. Summary of Responsibilities for Monitoring Attendance**

#### **5.1 Head of Attendance**

- Oversee swift and accurate completion of attendance processes at both SPS and SPJ, including accurate maintenance of the Attendance Register (and confirming the Admissions Register is kept accurately, including undertaking administrative and safeguarding steps following non-standard pupil departures.
- Ensure appropriate registration response to incidents as they arise, for instance major traffic incident/strikes.
- Advise Undermasters and Tutors on matters regarding Attendance and Lateness.
- Alert Undermasters to any apparent persistent patterns of absence or lateness, identifying pupils who have reached sanction thresholds and, with Undermasters, ensuring appropriate sanctions are applied.
- Prepare pertinent reports for the relevant pastoral teams reviewing lates and absence patterns across both SPS and SPJ.

## 5.2 Registration Administrator

- Assist the Head of Attendance with maintaining the school's absence and lateness records;
- All absences must be cleared with the correct code every day.
- Email parents of all pupils who are registered as **Absent: N – No reason yet provided** during the MRP, and telephone the parents of pupils who were present in the MRP, but subsequently registered as absent in the ARP. Where no contact is received from parents, inform the Head of Attendance, the Tutor and the Designated Safeguarding Lead (DSL).
- Register pupils who arrive later than 8.55am and maintain a record of reasons given for late arrival.
- Enter, as applicable, the following codes in the School Register:

### Present Codes

/ - Present in school am

\ - Present in school pm

B – Off-site educational activity

D – Nurses

J – Interview

K – Excused from lesson (other)

L – Late

P – Supervised sporting activity

Q – Music lesson

V – Educational visit or trip

W – Work experience

### Authorised Absence Codes

C – Authorised absence

E – Excluded

H – Authorised Holiday

I – Illness

M – Medical or dental appointment

R – Religious observance

S – Study leave

X – Non-compulsory school age absence

Y – Exceptional circumstances

# - School closed to pupils

### Unauthorised Absence Codes

G – Unauthorised Holiday

N – Reason for absence not yet provided

O – Unauthorised Absence

T – Gypsy, Roma and Traveller absence

U – Arrived in school after registration closed

Z – Pupil not on roll

### **5.3 Undermasters**

- Encourage and emphasise the importance of high levels of attendance and punctuality within their house.
- Support the Head of Attendance in the application and issue of sanctions for lateness (midweek and Friday detentions to be issued by the Head of Attendance, in the Undermaster's name; Saturday Detentions to be issued by the Undermaster).
- Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness in liaison with Head of Attendance, Deputy Head Pastoral or DSL, working together with the family concerned to remove barriers to attendance (noting the requirement that a medical note be provided after five days of medical absence).
- In particular, if Tutors are not convinced about medical absence, then Undermasters should assist in seeking clarification with the parents and/or medical professionals.
- Consider requests for absence in exceptional circumstances in liaison with the Deputy Head Pastoral. This may only be done in advance and with the number of days specified. Inform the Registration Administrator of any leave of absence granted.

### **5.4 Designated Safeguarding Lead**

- Contact the relevant LEA with any concerns about any pupil's attendance and in any case where a pupil has ten days of unauthorised absence (other than for reasons of sickness, confirmed by medical evidence);
- Contact children's social care services where:
  - A single absence or repeated absences raise safeguarding or child protection concerns (see the [Missing Pupil Policy](#) and the [Safeguarding and Child Protection Policy](#)).

### **5.5 Deputy Head Pastoral**

- Oversee attendance policy, process, and review.
- In consultation with Undermasters, consider requests for holiday absence in exceptional circumstances. This may only be done in advance and with the number of days specified. Inform the Registration Administrator of any leave of absence granted.
- With Head of Attendance, and via Undermasters and Heads of Departments, ensure follow up with any teachers and/or tutors who routinely fail to complete registers during the Registration Periods.



## Appendix 2 – Registration Procedures for St Paul’s Juniors

### SPJ Registration Procedures

The Form Tutors of pupils have primary responsibility for registering their tutees in the morning and afternoon. All pupils are registered electronically using the iSAMS system on the school network. The morning registration can commence once the bell has rung at 8:20am and pupils should be registered by 8:25am. The afternoon registration commences at 1:15pm and pupils should be registered by 1:20pm.

#### 1. Morning Registration

- Form Tutors must register boys as **Present, Absent or Late**.
- Only boys who are actually in the Form Room at the time of registration should be marked as present, even if the Form Tutor had seen the pupil in school earlier in the morning.
- Those boys attending before school clubs are registered by the teacher in charge of that club (Drama, Music, etc).
- Boys who miss morning registration due to an individual music lesson should register with the Music Administrator in the St Paul’s Juniors Music Office by 8:25am.
- Any boys who arrive after 8:25am should be marked as Late unless they take a school bus to SPJ
- The School Office will produce a list of all pupils who are absent from school and will email this list to all teaching staff before the start of Period 2.
- If a pupil on the absentee list is in class (or it is known that the pupil was present in the lesson during period 1) then the member of staff should reply to the email to say that the pupil is present. An explanation should be sent to the School Office, in person or via email to explain why the pupil missed registration.
- At 9.45am, the School Office will telephone parents of pupils who are absent to determine why they have not arrived in school.

#### 2. Afternoon Registration

- Form Tutors must register boys as **Present, Absent or Late**. As with morning registration, only boys who are actually in the Form Room at the time of registration should be marked as present.
- Boys who miss afternoon registration due to an individual music lesson should register with the Music Administrator in the St Paul’s Juniors Music Office at 1:20pm.
- Any boys who arrive after 1:20pm should be marked as Late.
- If a group of children are expected to be out of school during the afternoon and will miss afternoon registration, the organiser of the activity must provide the School Office with an accurate list of all those pupils who are going to be off site.
- At the start of period six, the School Office will email a list of names of pupils who have not been registered to all staff. If a pupil on that list is in class, then the member of staff should reply to the email to say that that pupil is present.
- If a pupil appears to be missing (unauthorised) from afternoon registration but was present during morning registration, then the procedure for what to do when a child goes missing should be followed. This can be found on the SPJ intranet in the policies section.

### **3. Procedures for Following Up Lateness**

- If a pupil arrives after 8:25am or 1:20pm, he is late. Form teachers should email reception if a pupil arrives late to Form Time and the register has already been taken.
- Authorised lateness will only be given to those boys travelling via a school bus. If boys travel by car or on foot then their lateness will not be authorised.
- At the end of each week the School Office will notify the Form Tutor by email when a pupil has been recorded as arriving late that week. If a pupil is late five times in any particular term, the Form Tutor will get in touch with his parents to express concerns about his punctuality. The Head of Year should be informed that this communication has happened and a Pastoral Observation added to the Pastoral Module section of iSAMS. If the pupil is late on five further occasions in the same term, the Head of Year will contact the parents regarding the issue of punctuality. Upon five further incidents of lateness, the Pastoral Deputy Head will arrange a meeting with parents.

### **4. Responsibilities for Managing and Monitoring Attendance**

The School Office will:

- Maintain the school's absence and lateness records accurately;
- Provide a daily list to all teachers of those boys who have not been marked as present;
- Contact parents by telephone if their son has not been marked as present;
- Inform Form Tutors by email at the end of each week when a pupil has been recorded as 'late';
- Inform Form Tutors and Heads of Year if a pupil has been collected late at the end of the school day (in cases where a telephone call has had to be made to a parent or carer);
- Alert the Pastoral Deputy Head (DSL) to any apparent persistent patterns of non-attendance.

Form Tutors will:

Monitor records of lateness as provided weekly by the school office and contact parents if a pupil has been recorded as late five times in a term, copying in the Head of Year;

Inform the Head of Year if a pupil has been recorded as late for an additional five times in any particular term;

Alert the Pastoral Deputy Head (DSL) to any apparent persistent patterns of non-attendance.

The Heads of Year will:

- Contact parents if their son has been recorded as late on ten occasions in any one term;
- Meet with parents if their son is persistently dropped off early or has been persistently collected late at the end of the school day;

- Inform the Pastoral Deputy Head and Designated Safeguarding Lead of any concerns that they have regarding a pupil's repeated late arrival, late collection or non-attendance.

The Pastoral Deputy Head (Designated Safeguarding Lead) will:

- Review the registration and attendance policy annually or as necessary in response to statutory changes;
- Follow up with any teachers or Form Tutors who routinely fail to complete registers during the Registration Periods;
- Meet with parents to discuss concerns about persistent non-attendance and consider whether the instigation of a Parenting Contract is appropriate;
- Contact the relevant LEA with any concerns about any pupil's attendance and in any case where:
  - a pupil has ten days of unauthorised absence (other than for reasons of sickness, confirmed by medical evidence)
  - a pupil of compulsory school age is to be deleted from the school register at a non-standard time (see 11)
  - a pupil joins at a non-standard time
- Contact Children's Social Services where a single absence or repeated absences raise safeguarding or child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy)

The Head will:

- Consider parental requests for absence in exceptional circumstances and inform the Form Tutor, Head of Year, Pastoral Deputy Head and School Office where this has been granted;
- Meet with parents where serious concerns have arisen about their son's non-attendance or lateness.



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