

## PROCEDURES FOR REGISTERS, LATENESS AND ABSENCE

- Teachers will be expected to take a register in the first ten minutes of every lesson. These will be entered on Bromcom.
- If a pupil arrives after the register has been taken then their mark should be amended to a present mark immediately. For this reason, colleagues are advised not to close Bromcom until the end of the lesson. Pupils who arrive late should have their planner taken. Persistent lateness to lessons should result in a 15 minute detention.
- The a.m. and p.m. roll calls are taken at the beginning of period 1 and 3 each day.
- **It is essential that codes for absences are accurately recorded, and that students submit letters from their parents on the first day a pupil returns to school after absence.** If a pupil does not do this the Tutor should write a note to the parents in the planner. All letters should be passed to the Attendance Officer.
- Students who have been absent and have not brought a note should **not** have a code entered. Their names will continue to appear on the absence return as an N (no reason given).
- When the Attendance Officer is clear that the absence was without parental knowledge and permission, the code for unauthorised absence (O) should be entered.
- Not all absence covered by note or telephone call has to be authorised. If the Attendance Officer or Form tutor feels notes are suspicious, or if the reasons are not sound, they should discuss this with the Assistant Vice Principal (attendance) or Year Learning Manager, before entering a code.
- If at any point it becomes clear that the wrong code has been entered for an absence, the Attendance Officer should be informed in writing, giving the name, the form, the date(s) of absence and the appropriate code.
- If Bromcom is not working for whatever reason, subject teachers must complete a paper register which has been dated and signed, detailing who is present in the lesson and return to the office immediately in order that the data can be entered at a later date.

**Attendance registers are legal documents and should be treated as such. It is essential that they are accurate.**

Any student not present at the time the register is called should be marked absent. **No blanks should be left.**

**Any pupil who signs in late after 9.15 should be marked as late on Bromcom by the attendance Officer.**

The Attendance Officer has responsibility for the authorisation of absences and the chasing of pupils who have not brought letters explaining absence into school. Therefore, if there is any doubt about what to do with a pupil who has been absent a form tutor should refer the matter to her. If the Attendance Officer requires clarification she will speak to the Assistant Principal (attendance)

The appropriate code for absence must be entered. (See below). This may only be done when you have received a note or direct telephone communication from parents. We ask for follow-up notes to phone calls in any case. A 'blanket' letter covering several absences is not generally acceptable, or is 'he/she wasn't well'.

N.B. The form tutors who have the most difficulty are those who do not follow up regularly and relentlessly. It is horrendous to be faced with chasing up absences weeks or months old where even the student can't remember why they were away.

### **ABSENCE CODES**

**The codes are:**

**B** (Educated off-site – e.g. guest pupils at another school, vocational course at college, work experience as part of an alternative curriculum)

**C** Exceptional circumstances. **These would need to be approved by SLT lead for attendance before coding.** Examples: wedding of family member, family bereavement, public performances or a crisis for a young carer

**D** Dual registration. Placements at another institution. For instance, during the trial period of a managed move

**E** Excluded

**F** Extended family holiday of more than 10 school days. (only code after approval by the Principal)

**G** Family holiday not approved or days in excess of agreed authorised holiday

**H** Family holiday authorised by the Principal

**I** Illness (not dental or medical appointments)

**J** Interview

**L** Late arrival before 10.00

**M** Medical & dental appointments

**N** No reason yet provided

**O** Unauthorised absence - no reason provided after a period of time and active efforts to obtain one. Unacceptable reasons – truancy, shopping, family birthday, and closure of sibling's school.

**P** Approved sporting activity supervised by school staff



- R** Religious observance
- S** Study leave
- T** Traveller absence
- U** Late after 10.00 a.m. for no reason that can be given a code, such as a medical appointment.
- V** Educational visit
- W** Work experience
- Y** Enforced closure of the school. (e.g. snow day)
- Z** Pupil not yet on roll, but admitted in a 'pre-admission group'.

**Students who arrive later than 10.00 am** will be counted as **absent** for the a.m. session. They should be coded **U** if there is no acceptable reason or with the appropriate code, for example M, if they came in late because they have been to the doctor's.

All pupils who are believed or discovered to have truanted must be reported to their Year Learning Manager. They will then issue an appropriate sanction, such as a 1 hour detention or time spent in reflection. Students who arrive after 8.50 will have to sign in late at school reception. This list will be distributed to all staff by the receptionist each day.

#### **Off-site PE, school trips or visits**

If a group of pupils is off-site for any reason the department will send an email out to all staff in advance of the trip, detailing how long they will be off site and which pupils are going.

#### **Permission to leave school early**

Parents are required to request such permission in writing. An appointment card alone is not sufficient. When this has not been done, pupils will not be allowed to leave the premises unless the parents/carers have been contacted to verify the request. Letters should be sent to the Year Learning Manager or Attendance Officer so that she can enter an appropriate code for the time they were absent. Permission to leave may only be granted by a Form tutor or Year Learning Manager. Alternatively, the pupil's planner will be signed and this should be shown to front reception. It serves therefore as authorisation and enables registers to be accurate in case of emergency.

**Appendix 1**

**Attendance concern letter**

29<sup>th</sup> September 2016

Dear XXX

Re: (STUDENT)

Charter Academy is committed to promoting the welfare of each student through regular attendance and punctuality. Regular attendance is a legal requirement, but more than that, every day lost to education can have a serious impact on a student's achievement, and therefore future opportunities.

Research suggests, that students with less than 95% attendance, are less likely to achieve.

As you can see from the enclosed attendance report (STUDENT'S) attendance is currently XXX % which is a cause for concern, and in the long term may result in his full academic potential not being reached.

If you have any concerns or questions regarding attendance, please do not hesitate to contact the school on;  
02392 824204

Yours sincerely

Mrs P. Jolly.  
Attendance Officer

Day One: The school identifies that a child is not in school. A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent/carer that the child is safe at home.



**SAFEGUARDING CHILDREN MISSING EDUCATION PROCESS FOR SCHOOLS**

Result of call	Action
There is no answer at the home or on mobile numbers	Call back. Risk assess after 2 hours
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record
The person answering is not the parent/carer and the school is not reassured that the child is at home or safe	The school's designated lead for child protection consulted on a risk assessment and the degree of vulnerability of the child
The parent/carer answered the call, the child is not with them or safe and the parent is concerned.	<p>School to advise the parent to:</p> <ul style="list-style-type: none"> <li>• Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child</li> <li>• Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment</li> <li>• Contact the local police station to inform them that the child is missing</li> </ul> <p>Report back to school if the child is found or remains missing</p>

If the judgement on Day One is that there is reason to believe that the child is at risk of harm the school will contact Police and /or Brent Multi-Agency Front Door on 020 8937 4300 immediately. Telephone referrals must be followed up with an on line referral.

If the judgement on Day One is that there is no reason to believe that the child is at risk of harm school continues to make enquiries and informs Education Welfare Service on Day Three that the child is missing in education.

**SCHOOL RISK ASSESSMENT FOR CHILDREN MISSING EDUCATION**

Criteria	Risk	Action
Is there good reason to believe that the child may be the victim of a crime?	Red	Inform Police.  Portsmouth Safeguarding Children Board  Telephone: 02392 841540 (Board)  Follow up with on line referral: <b>Email: <a href="mailto:pscb@portsmouthcc.gov.uk">pscb@portsmouthcc.gov.uk</a></b>
Does the child have a formal child protection plan?		
Is the child in care i.e. looked after by the local authority?		
Is there planned or current LA children's social care or LA adults' social care services involvement? e.g. section 47 enquiry about to start.		
Is there a person present in or visiting the family who poses an on-going risk to children, or who is suspected of previously harming a child?		
Is the child at risk of sexual exploitation?		
Has there been LA children's social care or LA adults' social care or Criminal Justice System involvement in the past?	Yellow	Give consideration to the vulnerability of the child and following risk assessment inform one or all of the following :  Police  Safer school Officer  Children's social care.  Local Authority Designated Officer. Education Welfare Service.  Telephone: <b>023 9220 1118</b>
Are there religious or cultural reasons to believe that the child is at risk? E.g. FGM or forced marriage.		
Is there any known history of drug or alcohol dependency within the family?		
Is there any known history of domestic violence?		
Is there concern about the parent/carer's ability to protect the child from harm?		
Was there any significant incident prior to the child's unexplained absence?		
Has the child been a victim of bullying?		
Does the child need essential medication or health care?		
Was the child noted to be depressed prior to the child's unexplained absence?		
Has the child gone missing with their family?		
Have the parents been subject to proceedings in		



relation to attendance?		
Is there a history of poor attendance?		
Has there been any change in the child/family's financial circumstances?		
Age of the child		