



DAILY ATTENDANCE AT SCHOOL

Registration:

All pupils are registered twice a day by their Housemaster/mistress in the houses – before the start of morning school at 8.20am, and immediately after lunch at 1.50pm Monday to Friday (there is no formal Registration at 1.50 p.m. on Saturday). All pupils are required to attend Registration, and we structure the school day such that there are very few occasions when a pupil would need to be absent from Registration. On these occasions alternative arrangements are made to record where the pupil is.

A list of absentees is then posted onto the College's management information system to which all teaching staff have access. Attendance data is stored in this electronic database.

Day pupils are expected to leave the school promptly after the end of the school day at 6pm, unless they are involved in a school activity after this time. For boarding pupils evening roll call is held in each boarding house at 7.10pm. Pupils are only permitted to leave the boarding houses after this time with the prior permission of the Housemaster/Housemistress to attend College events. They are expected to sign out when they leave, and sign back in when they return to the boarding house.

Absence:

If a pupil is going to be absent from school for any reason – be it illness, a medical appointment, interview or some other valid reason – then the parents are asked to notify the Housemaster/mistress by 8.20am on the first day of absence. If he or she is not available, staff at Main School Reception will pass on a message. At the end of the period of absence a note which can be in the form of an e-mail should be brought or sent to the Housemaster/mistress.

Term dates are published well in advance, and no pupil should expect to be allowed to leave early. Permission is needed from the Headmaster and is only granted in very special circumstances, as it creates difficult precedents and inconveniences teachers. In particular pupils who live overseas should arrange flights to avoid an early departure at the end of a term or a late arrival at the start of a term.

From time to time, opportunities do arise for pupils to attend concerts, sports matches etc. in school time which, for boarding pupils, includes evenings. The College is always prepared to consider requests from parents for pupils to be absent from school to attend such events, but we do ask for as much notice as possible and supportive acceptance if for any reason we feel that permission should not be granted. Pupils will only be granted leave to be absent from school in exceptional circumstances.

Unexplained Absence:

If a pupil is absent from Registration without explanation then the Housemaster/mistress will use the Attendance Code "N - no reason yet provided for absence" on the school register.

Pupils who for any reason miss Registration must check in at Main School Reception upon arrival, unless absolutely certain that their late arrival has already been noted by the Housemaster/mistress. The electronic register will then be updated accordingly.

If pupils still remain absent without reason by 9.30am then their absence will be investigated further by contacting, by telephone, the parents of the missing pupil. A log of all calls that are made is kept in the Headmaster's office.

Leaving the College site:

Permission from the Housemaster/mistress is required to leave the College grounds during the school day. Pupils leaving are to return by 6.00 p.m. at the latest. Full school uniform must be worn at all times.

Pupils must inform their Housemaster/mistress if they are going on an official College visit. Pupils on College trips away for study or pleasure must comply with College off-site regulations.

Parents are asked to give written authority to their child's Housemaster/mistress before they leave the school to stay with another family. The College expects all pupils to sign out whenever they leave the school and to sign in on return.

Missing Pupils:

A pupil who is not present for registration, or is absent from a lesson, activity etc. is deemed to be a missing pupil. All members of staff are instructed to report a missing pupil to his or her Housemaster/mistress as soon as possible.

The following procedure is then followed (with a record kept of each action):

- The Medical Centre is contacted to see if the pupil has reported sick.
- A thorough search of the whole school is set in hand by as many staff as possible.
- The teachers who taught that pupil earlier in the day and other pupils are questioned in order to ascertain at what time he/she went missing.
- A phone call would be made to the pupil's parents or guardian explaining what has happened, describing the steps that have been set in motion and inviting them to come to the school at once.
- The Child Protection Officer (CPO) and the Headmaster are informed.
- A fire drill might be held in order to ensure that he/she is not on the site.
- The Police are contacted and their advice would be followed.
- The CPO informs the Local Safeguarding Childrens Board.
- The Chairman of Governors is informed.
- A report would be made under RIDDOR to the HSE.
- Ofsted would be informed.
- The insurers would be informed.
- A full investigation into the circumstances would be carried out. Witnesses would be interviewed and asked to provide written statement.

PJW
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