



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Attendance and Registration Policy

OBHP38

Policy owner: Headmaster
Date of issue: May 2019
Date last reviewed: June 2023
Next review due: August 2024

Background

At Old Buckenham Hall education is seen as a partnership between the family and the school. The School is committed to providing the highest quality of education for our pupils, and we look to parents to support this objective. All pupils are required to be in school by 8.25 am. The school day ends at 3.30pm for Pre-Pre, 4.20pm for Middle School and 5.40 pm or after Games commitments on Wednesdays. For Year 5 and above, Saturdays, finish at 12.45pm or usually at about 4.00pm for those who stay on for activities.

Pupils are not normally allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture, the dates of which are published in the Calendar or will have been notified to you in advance. On occasions, accompanied boarders will be taken off site for medical/dental/physio appointments.

If a pupil is ill, parents should e-mail or telephone Reception before 9.00am on the first day of absence. The pupil should bring a letter signed by a parent on their return to school giving a reason for the absence. An email from a parent would suffice. If nothing is heard from a parent or guardian, staff will always telephone on the first day of an unexplained absence in order to make sure that the pupil has not suffered an accident.

Requests for absence (i.e. medical or dental appointments) must be made to the Headmaster or Senior Deputy Head and reach them at least three days in advance, except in an emergency, when parents are asked to telephone the School before 9.00am. Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to the Headmaster well in advance of the proposed absence.

Term dates are published over a year in advance (see the back of the School Calendar and website) in order that holidays can be arranged without disrupting a pupil's education. Please note that it is the Governors' policy not to allow holidays to be taken during term, unless there are exceptional circumstances.

Boarders (Full, Weekly & Transitional)

A pupil's boarding house is the centre of their life at school. The Head of boarding, plus a team consisting of Matrons and Tutors, care for all pupils. Together, they will be responsible for pupils during term, including ensuring that pupils are safely occupied outside normal school hours.

The School expects pupils to 'sign out' when they leave the School and 'sign in' on return, in order to ensure that staff always know where a pupil is during term time when they are in the School's care. The School requests parents to give authority to the Head of Boarding before they leave the school to stay with another family.

Parents/Guardians should telephone the school if a pupil is taken ill during a Home weekend

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and will not be returning on time. The School will always telephone Parents/Guardians if a pupil is more than three hours late in returning from a Home weekend.

The School publishes term dates over a year in advance in order that flights can be booked without disrupting a pupil's education. The School therefore expects pupils to arrive punctually on the first day of term, and not to leave school before the last day of term.

Summary of the law taken from the guidelines for ISI Inspection:

According to the Independent School Inspectorate Standards: "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006".

For Boarding Schools –NMS 15 states: "Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times" and "Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate".

Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll", and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met.

The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day pupils.

The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

Boarding pupils are covered by the Boarding Standards: National Minimum Standards (2022). These place a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

Old Buckenham Hall's School Attendance Registration system.

1. Pupils are Registered by form tutors or class teachers in their classrooms between 8.10 am and 8.30 am and between 1.45pm and 2.00pm. Teachers will also Register children in their lessons using the iSAMS registration system
2. Any late registrations will need to be taken at the school office.
3. When pupils are not in school and we have received no letter or phone call by

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- 9.00am, the School Secretary will contact the parents by phone.
4. Pupils arriving late to school should report to their form teacher and if it is after 8.45am, and they should report to Reception.
 5. The School Secretary will use the information to produce a School Register, which will record those
 6. who were absent and also those who were present using the categories below. A copy of the list of absentees is kept in the School Office.
 7. Pupils who are boarding will also be registered twice; at evening roll-call in the dining room during supper and in House at bedtime. The bedtime roll call then becomes the overnight fire register.
 8. Letters informing the school of future absence or explaining absence should be kept on file by the School Secretary.
 9. If pupils are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of pupils on trips or matches should always be with the School Secretary.
 10. Teaching Staff should register pupils in lessons using iSAMS. If an unauthorised absence is suspected, the School Secretary should be informed immediately and if a discrepancy confirmed the Deputy Head informed.

Registration categories.

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#	School Closed
/	Present (AM)
\	Present (PM)
B	Educated off site
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday
G	Family holiday (not agreed/excess)
H	Family holiday (agreed)
I	Absent ill at home (not on site)
J	Absent for interview/visit to other school
L	Late
M	Medical/dental appt

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N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Sick Bay (absent from classes but still on site)
T	Traveller absence
U	Late (after registration closed)
V	Educational visit or trip
W	Work experience
X	Attendance not required
Y	Enforced closure
Z	Pupil not on roll

Maintaining records and reporting to the authorities.

If no reason for absence 'N' is first entered and this is later corrected (ideally within two weeks) to the appropriate symbol, in this case only, overwriting is allowable in an electronic system. An 'N' must not be allowed to remain indefinitely.

The schools' attendance register is backed up electronically twice each day. Each of these additional copies is retained for three years after the end of the school year in question.

All schools in membership of ISC take part in that organisation's annual census of pupils, staff and expenditure etc. From January 2009 it has been mandatory to include pupil ethnic monitoring data using the same methodology as the maintained sector.

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. From 1 September 2016, the above duty is extended. Schools must notify their 'own' local authority when they remove or add a pupil's name to the admissions register at nonstandard 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 school will inform Suffolk County Council of any pupil who is going to be deleted from the Admissions register where the following apply:

- New school named on a School Attendance Order OR School Attendance Order has been revoked OR suitable arrangements have been made for education other than at school Regulation 8(1)(a)
- Child will be registered at another school (and won't be dual registered at this school)

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Regulation 8(1)(b)

- Not attending and another school agrees that child should be removed from this school's register. (Child has not died or been Permanently Excluded) - Regulation 8(1)(c)
- Parent has written to confirm education otherwise than in school (there is no School Attendance Order) - Regulation 8(1)(d)
- Not attending and no longer residing within a reasonable distance from the school that would allow for daily attendance. (Doesn't apply to boarding pupils.) - Regulation 8(1)(e)
- Child has not returned in 10 school days after leave of absence was allowed PROVIDED the school does not have reasonable grounds to believe the child is prevented from attending (illness or other reasonable cause) AND the school and the LA have failed to identify where the child is after making reasonable enquiries - Regulation 8(1)(f)
- School Medical Officer certifies the child is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age. (Neither child nor parent has indicated intention to attend the school after ceasing to be of compulsory school age.) – Regulation 8(1)(g)
- Unauthorised absence for 20 continuous school days PROVIDED the school does not have reasonable grounds to believe the child is prevented from attending (illness or other reasonable cause) AND the school and the LA have failed to identify where the child is after making reasonable enquiries - Regulation 8(1)(h)
- Child is detained (by a court or order of recall by a court or the Secretary of State) for not less than 4 months PROVIDED the school does not have reasonable grounds to believe the child will return to the school at the end of the detention - Regulation 8(1)(i)
- Child has died - Regulation 8(1)(j)
- Child will no longer be of statutory school age before school meets again AND EITHER child or parent has indicated the child will no longer attend the school - Regulation 8(1)(k)
- The child has ceased to be a pupil of this school (not relevant to maintained schools, academies, city technical colleges or city colleges) - Regulation 8(1)(l)
- The child has been Permanently Excluded from the school - Regulation 8(1)(m)

The School will therefore inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more.

Staff who have concerns about a pupil regularly missing school and who may be aware of individual triggers such as travelling to conflict zones, female genital mutilation and forced marriage must inform the DSL immediately. If a teacher believes that an act of FGM appears to have been carried out, from October 2015, the teacher is required to report this to the police in line with their mandatory reporting requirements.

Missing Pupils. Please see the School's 'Missing Child Policy' (OBHP18).

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