



Dunottar School

Attendance Policy

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Policy Statement

Dunottar School is committed to ensuring that the attendance register is maintained in accordance with the Education (Student Registration) (England) Regulations 2006.

For the welfare, health and safety and educational benefit of all pupils, Dunottar School registers pupils in all years, those of compulsory school age and Sixth Form. Dunottar School requires regular attendance, and the presence of pupils is checked twice daily at the start of the school day (08:30) and in the afternoon (14:05). This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006. For this reason, Form Tutors/Teachers must ensure they are completed properly in accordance with the procedures in this document.

This policy applies to all members of our school community, including those in our Sixth Form and forms part of our School commitment to the United Learning Framework for excellence. This includes 'The best from everyone', 'Powerful Knowledge', 'Education with Character', 'Leadership in every role' and 'Continuous Improvement'.

Dunottar School seeks to implement this policy through adherence to the procedures set out in the rest of this document. The school is fully committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.

This document is available to all interested parties on the school's website and on request from the School Office. It should be read in conjunction with:

- Missing Pupil Policy
- Child Protection (Safeguarding) Policy
- Admissions Policy

This document is reviewed annually by the Deputy Head (Pastoral), or as events or legislation changes require. The next scheduled date for review is December 2024.

Registers are completed electronically via iSAMS at the start of each morning and afternoon session. Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

Procedures

Key Personnel

All members of teaching staff must be familiar with the following procedures, and must know how to access the attendance registers, as shown in the diagrams below.

Form Tutors and the school nurse are responsible for recording and following up attendance issues. In some cases (e.g. absence that gives rise to concern or repeated failure to provide a letter explaining an absence), the Head of Year, Sectional Head, Deputy Head (Pastoral) or Headmaster may also make contact with parents and pupils.

In extreme cases (e.g. more than 10 days of unexplained absence), the Headmaster takes responsibility for following up absences. In the case of 10 days unauthorised absence or failure to

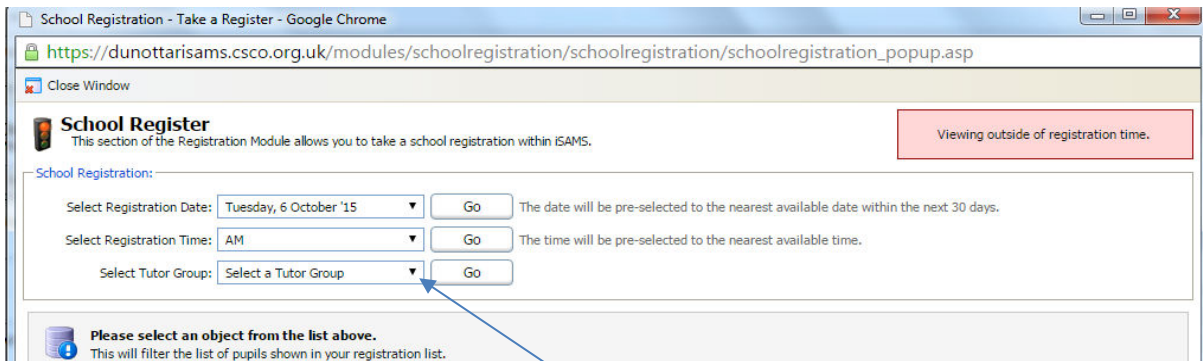
attend regularly (other than sickness or leave of absence) Dunottar School will report attendance issues to the Surrey LA/ CME or the LA / CME in which the child resides.

The Attendance register, through the use of iSAMS, includes each pupil's name and form group and whether they are present or absent at any given morning or afternoon session. Information about authorised and unauthorised absences for all Year groups can be seen below in the iSAMS screen print. The attendance is kept for at least three years. It shows the original and amended entries, the name or title of any person making an amendment and the date the amendment is made.

Taking a register in iSAMS

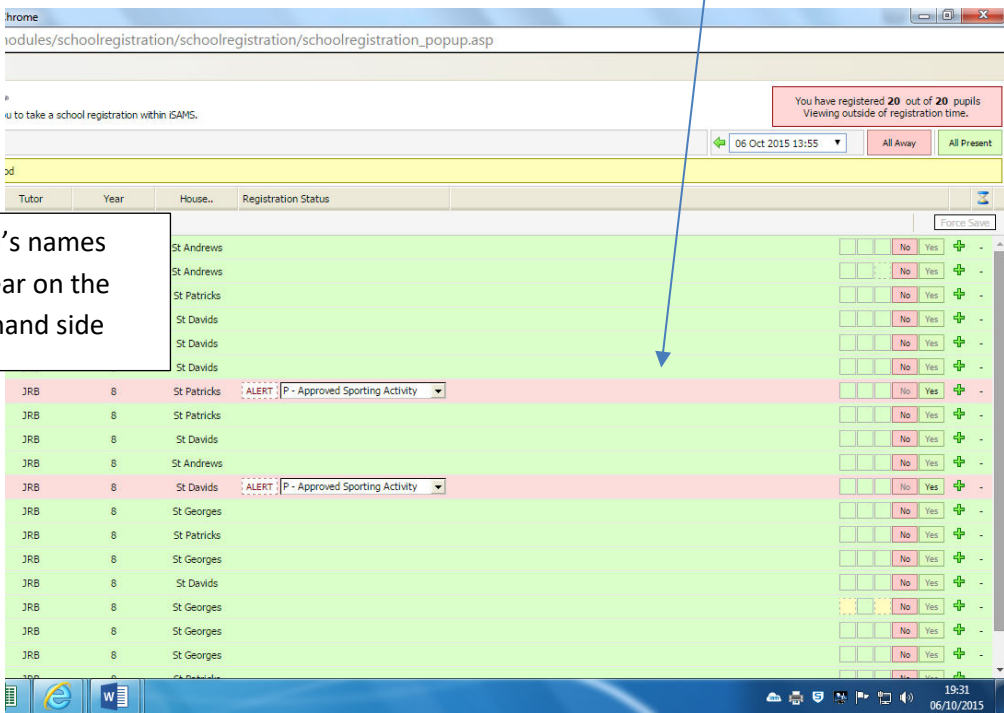
Log into iSAMS on the desktop and follow the instructions below:

The image shows a two-step process for taking a registration in iSAMS. The first step is a screenshot of the iSAMS desktop interface. On the left, there is a sidebar menu with two main sections: 'Important Lists' and 'School Registrations'. Under 'School Registrations', there are several options: 'Take a Registration', 'Assign Out of School', 'Registration Status Report', 'Out of School Report', 'Print a Paper Register', and 'Print a Fire Register'. A blue arrow points from a text box 'Click on take a registration on right of screen' to the 'Take a Registration' link. Another blue arrow points from a text box 'Select the registration session' to the 'Take a Registration' link. A third blue arrow points from a text box 'Select the registration time and date' to the 'Take a Registration' link. The second step is a screenshot of the 'School Register - Take a Register' form in a Google Chrome browser. The URL is https://dunottarisams.cscs.org.uk/modules/schoolregistration/schoolregistration/schoolregistration_popup.asp. The form has a title 'School Register' and a subtitle 'This section of the Registration Module allows you to take a school registration within iSAMS.' There is a yellow warning box that says 'No more registration periods for selected date.' Below this, there are two dropdown menus: 'Select Registration Date:' with 'Tuesday, 6 October '15' selected and a 'Go' button, and 'Select Registration Time:' with 'Select a Registration Time' selected and a 'Go' button. A note next to the date dropdown says 'The date will be pre-selected to the nearest available date within the next 30 days.' and a note next to the time dropdown says 'The time will be pre-selected to the nearest available time.' At the bottom, there is a blue information icon and a message: 'Please select a time from the list above. If the time can not be selected you are outside of your allotted registration period.'



Select the tutor group you wish to register

Click the status button and if absent enter the correct status code







































Pupil's names appear on the left hand side

Registration Codes

The codes issued in the registers are listed below, with their meanings, these should be added when appropriate. This includes attending approved educational activity outside school (approved by the Headmaster and supervised by a person approved by the Headmaster, and including work experience or sporting activity), those unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it; unavailability of transport provided by the school, taking authorised absence (granted leave of absence by the head or a person acting on the head's behalf; unable to attend by reason of sickness or unavoidable cause, observing a day

exclusively set apart for religious observance by the religious body to which the parent belongs), taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

-  School Registration Codes
-  No Reason Yet Provided For Absence [N]
 -  Unauthorised Absence [O]
 -  Religious Observance [R]
 -  Family Holiday (Agreed) [H]
 -  Study Leave [S]
 -  Excluded [E]
 -  Work Experience [W]
 -  Educational Visit or Trip [V]
 -  Illness [I]
 -  Approved Sporting Activity [P]
 -  Lack of Access Arrangements by LA [Q]
 -  Medical / Dental Appointments [M]
 -  Interview External [J]
 -  Family Holiday (NOT Agreed) [G]
 -  Extended Family Holiday (Agreed) [F]
 -  Educated Off Site [B]
 -  Other Authorised Circumstances [C]
 -  Enforced Closure [Y]
 -  Pupil Not Yet On Roll [Z]
 -  School Closed To Pupils [#]
 -  Approved Musical Activities [A]
 -  Late Mark [L]
 -  Gone to see the nurse [X]
 -  Isolation [D]
 -  Educational Provision Arranged by LA [K]
 -  Regulated Performance [C1]
 -  Temporary Reduced Timetable [C2]
 -  Employment/Educational Interview [J1]
 -  Normal Transport Unavailable [Y1]
 -  Widespread Travel Disruption [Y2]
 -  Part of School Out of Use [Y3]
 -  Session Cancelled - School Closed [Y4]
 -  Subject to Sentence of Detention [Y5]
 -  Infection or Disease [Y6]
 -  Other Unavoidable Cause [Y7]

Signing Out

Where pupils have signed out for treatments or appointments, these absences must be explained by a letter or email and then the register changed to explain the absence. Pupils must sign out using the electronic system in reception and then sign back in on their return to school. If a pupil will not be returning to school they must still sign out accordingly. Sixth formers leaving site must make sure they sign out using the electronic system in reception.

Lates

If a pupil is late and misses the registration period they must go to sign in at reception. This will then be logged on iSAMs by the receptionist.

Illness

If the nurse has contacted the parent to pick up a sick pupil, then on collection they can be marked by the nurse with an [I] for that day. Any subsequent absences should be followed by a letter or email.

Music Lessons

Any pupil missing a registration period due to a music lesson must go to reception before or immediately after their lesson to sign in.

Following up unexplained absences

Parents should either contact the absence line before 8.30am or email their child's Form Tutor/Teacher and copy on their Head of Year to inform them of any absence or illness. This should be repeated on every day of the absence. Upon return to school a signed and dated absence note or email should be provided to the Form Tutor/Teacher.

The school requests that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headmaster well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headmaster, via their Child's Form Tutor, requesting leave of absence in advance of the date.

It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons. Where a pupil is registered as absent without a known reason, this is followed up by the School Secretary, or in her absence Reception staff, with the support of the School Nurse. In the first instance, they will check with the tutor and Period 1 register to identify if the pupil has arrived late, missing registration, but is safely in school. If the pupil is not in Period 1, they will contact parents to identify if the pupil is at home. If there is no answer from either parent a message will be left and followed up later in the morning. Absent marks (without a known reason) in the afternoon registration period are followed up in a similar way, with the additional cross-checking of games registers for pupils who have afternoon games that day.

If an absence cannot be explained the Deputy Head (Pastoral) should be informed to follow it up as soon as possible. In some cases an O may be recorded against the pupil.

The Headmaster or Deputy Head (Pastoral) will report to Surrey Children Missing in Education (CME) the following attendance issues:

- 10 days unauthorised absence
- Failure to attend regularly
- Deletion from the school register when the next school is not known
- Deletion from the school register if a pupil is taken out of school by their parents and is being home educated
- Deletion from the school register where the pupil has ceased to attend Dunottar School and no longer lives within reasonable distance of the school (unless of course parents have given due notice as per standard procedures and have indicated the next school). N.B. This does not, of course, apply to pupils leaving Dunottar School for university.
- Deletion from the school register because the pupil has been permanently excluded

When the Headmaster knows the deletion from the school register will apply, he will contact the Surrey CME in accordance with the Education (Student Registration) (England) Regulations 2006.

Advice on legal requirements can be accessed through:

<https://www.gov.uk/government/publications/children-missing-education>

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Maintenance of the Attendance Register Procedure

The attendance register records the following information:

- Authorised and unauthorised absences
- Original and amended entries. Electronic and printed copies will distinguish between original and amended entries and when and who altered the information.
- Name or title of any person making an amendment and the date the amendment is made
- As the attendance register is held in electronic format the procedures for administering it include:
 - Provision for the register to be backed-up / printed out at least every month
 - Provision for the register to be kept for at least three years
 - Provision for the electronic register and any print out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction.
 - Provision to provide a print out of 10 established consecutive stops for Tier 4 student attendance.

Any inclusion/deletion from the school's register is made according to Education (Pupil Registration) (England) Regulations 2006. The Admissions Register Policy and Procedures document outlines this in full detail.

The IT department is responsible for ensuring back-up procedures are followed.

SQL server itself takes a backup each night to disk and these are kept for two weeks.

We also backup the registers via Microsoft DPM and the contents of those are copied to Azure backup (cloud based).

The retention is set to 7 days for daily backups, 4 weeks for Saturday backups, 6 months for the end of month backup and 7 years for the yearly backup taken at the end of July.

Heads of Year and the Deputy Head can access these copies and pick up on any trends or patterns that may require further investigation. Any issues regarding Attendance can then be actioned appropriately.

In the event of a fire alarm or any other evacuation the day's register will be checked electronically using the school MIS system remotely at the Assembly point. A hard copy of the day's register will also be made available by a member of the office staff.

[Education \(Pupil Registration\) \(England\) Regulations](#)

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