



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:

Click on take a registration on right of screen

Select the registration session

Select the registration time and date

School Registration - Take a Register - Google Chrome

https://dunottarisams.cscs.org.uk/modules/schoolregistration/schoolregistration/schoolregistration_popup.asp

Close Window

School Register
This section of the Registration Module allows you to take a school registration within iSAMS.

No more registration periods for selected date.

School Registration:

Select Registration Date: Tuesday, 6 October '15 Go The date will be pre-selected to the nearest available date within the next 30 days.

Select Registration Time: Select a Registration Time Go The time will be pre-selected to the nearest available time.

Please select a time from the list above.
If the time can not be selected you are outside of your allotted registration period.

School Registration - Take a Register - Google Chrome

https://dunottarisams.cscs.org.uk/modules/schoolregistration/schoolregistration/schoolregistration_popup.asp

Close Window

School Register
This section of the Registration Module allows you to take a school registration within ISAMS.

Viewing outside of registration time.

School Registration:

Select Registration Date: Tuesday, 6 October '15 Go The date will be pre-selected to the nearest available date within the next 30 days.

Select Registration Time: AM Go The time will be pre-selected to the nearest available time.

Select Tutor Group: Select a Tutor Group Go

Please select an object from the list above.
This will filter the list of pupils shown in your registration list.

Select the tutor group you wish to register

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

chrome

modules/schoolregistration/schoolregistration/schoolregistration_popup.asp

You have registered 20 out of 20 pupils
Viewing outside of registration time.

06 Oct 2015 13:55 All Away All Present

Tutor	Year	House..	Registration Status
St Andrews			
St Andrews			
St Patricks			
St Davids			
St Davids			
St Davids			
JRB	8	St Patricks	ALERT P - Approved Sporting Activity
JRB	8	St Patricks	
JRB	8	St Davids	
JRB	8	St Andrews	
JRB	8	St Davids	ALERT P - Approved Sporting Activity
JRB	8	St Georges	
JRB	8	St Patricks	
JRB	8	St Georges	
JRB	8	St Davids	
JRB	8	St Georges	
JRB	8	St Georges	
JRB	8	St Georges	
JRB	8	St Georges	
JRB	8	St Georges	

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 head and supervised by a person approved by the head, 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]
 Pupil Withdrawn from Normal Lessons [Q]
 Medical / Dental Appointments [M]
 Interview [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]

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. Form Tutors should follow up all UNEXPLAINED absences (those marked with a N).

Tutors should, wherever possible, update the absences from the previous week by Wednesday of the current week.

Letters or emails received to explain absences e.g sickness, treatments etc. must be used by the Form Tutor to update the register. They should then give the communication to the nurse to file. The nurse should not have to update registers on receiving these letters.

If an absence cannot be explained please see the Deputy Head (Pastoral) 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/school-attendance>

(These documents also include the latest guidance on attendance due to coronavirus and may be updated regularly)

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

Name of owner	M.Broughton John Weiner	Authorised 1.10.15 From September 2023
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Governor responsible	S. Laird (March 2022)	
Date Document Reviewed and Updated	Oct 2015	M.Broughton (introduction of iSAMS)
Date Document Reviewed	Aug 2016	M.Broughton/ S.Thorne
Date Reviewed and Updated	Aug 2017	M.Broughton/ S.Thorne (change of Head and Surrey CME)
Date Reviewed	Aug 2018	M.Broughton/ S.Thorne
Date Reviewed	Aug 2019	M.Broughton/ S.Thorne
Date Reviewed	Jan 2020	M.Broughton/ S.Thorne (minor change: 10 days to 20 days)
Date Document Reviewed and Updated	Aug 2020	M.Broughton/ S.Thorne
Date Document Reviewed and Updated	Aug 2021	M.Broughton/ S.Thorne
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Date Document Reviewed and Updated	September 2023	J.Weiner/ A.Tarrant
Next Review Date	September 2024 or as legislation/ events change	