



Terrington Hall School: Attendance Policy

At Terrington Hall we see education as a partnership between the family and the School. The School is committed to providing the highest quality of education for pupils and we look to parents to support this objective by ensuring daily attendance at the school of all children within their care of compulsory school age.

Attendance at School

The school has a duty to make the child's time at School interesting and worthwhile and it is the parent's duty to ensure sure that their children attend the school daily. The school is committed to working with parents to ensure as high a level of attendance as possible. Promptness is encouraged at all times.

Pupils must attend on time to be given a mark for a session (morning or afternoon), unless the lateness is unavoidable. Parents are expected to ensure that children are present for Registration (which begins at 8.30 a.m. and ends at 8.40 a.m. and in the afternoon at 1.30 p.m. to 1.35 p.m.). Please see Appendix 1 for the Structure of the School Day.

Absence from School

The School will always telephone the home from 8.45 a.m. onwards then the register identifies an unexplained absence in order to establish the whereabouts of the pupil. It is the job of the Headmaster's secretary to attempt to contact the parents/guardians of children who are not present at registration before 9.30 a.m., to gain a reason for absence.

Pupils should only be absent if the reason is "unavoidable". Allowing a child to be absent without good reason is against the law. Every half-day absence from School has to be classified by the School (not by the parents), as either **authorised or unauthorised**. This is why information about the cause of each absence is always required.

Authorised Absence

Permission to be absent must be applied for, in writing, from the Headmaster. Any request should be directed through the Headmaster's PA (office@terringtonhall.com). Authorised absences are mornings or afternoons away from School for a good reason, such as illness or other unavoidable causes.

Unauthorised Absence

Unauthorised absences are those which the School does not consider reasonable and for which no "leave" has been given. This includes keeping children off School for trivial reasons. Providing a note may not be sufficient if the reason given is not "unavoidable".

The School applies the following procedures in deciding how to deal with individual absences:



- **Illness** - If a child is unfit for School, parents should contact the School Office on the day of absence, in person or by phone/email. When the child returns, parents should liaise with the Head of Boarding/Head of Pre-Prep as appropriate if any follow up or medication is required.
- **Other legitimate reasons** - 'Leave' may be granted for other legitimate reasons, for example in an emergency (e.g. bereavement) or for medical appointments which must be in school time. Parents should direct any requests to the Headmaster's PA.
- **Holiday leave** - The School always sends parents the term dates in advance in order that parents can arrange their holidays without disrupting their child's education. All holiday 'leave' in term time is at the discretion of the Headmaster and is discouraged. This includes pupils leaving school early before the end of term or returning late after the start of term. Provided the request is made in advance in writing by the parent looking after the child, 'leave' may be granted, provided the child's attendance record is otherwise satisfactory. 'Leave' may be refused where children have already missed a lot of work or at crucial times of the year (e.g. during exams). **Parents are requested not to arrange family holidays during term time. Where this is unavoidable, requests for 'leave' should be made in writing to the Headmaster well in advance of the date.**

Missing Pupils

Please read in conjunction with the Crisis Management Plan.

Pupils may appear to be 'missing' for a number of reasons. The first impulse staff should have is to narrow down the possibilities. Has the pupil gone on an away match or an educational visit without having been recorded as such? Has the pupil been taken home by a parent, guardian, or another authorised person without signing out? If, having checked that the pupil is truly 'missing', rather than being absent due to an administrative error or lack of communication, there remain two further possibilities:

- First, that the child has been removed by an unauthorised person. In such a case the Headmaster or in his absence, the Deputy Head must be informed immediately. They will then take appropriate action.
- Second, the pupil has *run away* - though this is an emotive phrase, as it includes pupils in a temporary sulk or who are upset - and he/she may well be found after the briefest of searches.

The following procedure should be followed:

1. **LISTEN** to the child telling you the details. Try to obtain corroboration from at least one other pupil, preferably a senior, and try to ascertain what clothes the child was wearing and whether he, or she, was carrying anything. Note down the time of the report.
2. **REPORT** the incident to the **HEADMASTER OR DEPUTY HEAD**. If neither are to be found try to find a Senior colleague to discuss the matter.
3. **ADOPT** the following procedure **only** if it seems entirely appropriate in the given circumstances.



4. **SEARCH** the school grounds and buildings thoroughly, often pupils think better of the idea and return via another route.
5. **INCREASE** the search area once you are satisfied that the absconder is not to be found on school grounds. After 10 minutes from the initial report telephone:
 - a. The **POLICE**;
 - b. The **PARENTS** or, guardians.
6. Leaving a member of staff at school to await the police/parents, **DRIVE** around Terrington, preferably with a colleague for 15 - 20 minutes, checking the access roads.
7. **RETURN** to school, by this time he/she may have returned or the police or parents will be present and able to advise.

Once the incident is concluded log it down clearly and concisely in the Accident and Significant Events Log Book. This is kept in the school office and is updated by the Headmaster's Personal Assistant.

Children Missing from Education

Government guidance states that: 'Governing bodies should put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future'¹.

Children who are expected to be on roll but are not attending are considered missing from education. Under these circumstances, the school will follow procedures published by NYCC. They define Children Missing from Education (CME) as 'children of compulsory school age who are not on a school roll or not receiving a suitable full time education either at alternative provision or at home (Elective Home Education).'

Children are classed as CME if:

- they are absent from school for 10 or more days without reasonable explanation;
- they left school suddenly and their destination is unknown;
- they have not taken up an allocated school place.

A referral can be made to the LEA by anyone who has concerns about a child who is not attending school. Most referrals come from schools since they have a legal obligation to report concerns. Parents are expected to inform the school of any absences, or changes to their child's educational arrangements, and the school is alert to instances where this does not happen through registration procedures outlined below.

¹ 'Keeping Children Safe in Education' Sept 2016 Para 51 p 15 on www.gov.uk/government/publications/keeping-children-safe-in-education--2 [Ref: DfE-00140-2016]



Registration Procedures

The school attendance register is completed at the start of each morning session (between 8.30 a.m. and 8.40 a.m.) by the form tutor (Prep) or class teacher (Pre-Prep). There is then a second electronic registration at 13.30 conducted by the teacher the form is with at that time. The attendance register is electronically completed via our school information management system, 'Engage' Data is backed up daily, and can be downloaded in a variety of formats for analysis.

Class teachers and form tutors who complete the registers are required to enter one of two codes:

/ Present
A Absent

Following the close of the register by the Headmaster's Secretary (and ideally within two weeks of the N first being entered), the following codes are entered in place of N:

I Illness
M Medical/Dental Appointment
P Approved Sporting Activity
V Educational Visit or Trip
C Other Authorised Circumstances (including exceptional circumstances, e.g. school closure).
H Family Holiday (agreed)
L Late Into School
U Unauthorised Absence

Other information collated by the electronic register:

Boarding
Bus
Tea
Pick-Up Time

PUPILS' DEPARTURE TIME FROM SCHOOL

Pupils are required to be on site until the end of their normal school day. Information concerning the schedule of the working week is given at the beginning of each academic year and specific timings are shown on the Weekly Programme that is issued each week and can be viewed on the School's website. Pupils declare their 'pick up time' each morning at Registration and the 'Signing Out' Sheets are generated by the School Office each day. If a parent is late for collection then the School will supervise them until they are collected.

PUPILS MISSING LESSONS

Pupils may have to miss the occasional lesson. The usual reason for such an occurrence will be attendance at an instrumental lesson.



If this happens then the pupil who expects to miss a lesson should notify the teacher whose lesson he/she plans to miss and ask permission. He/she should also expect to be given any work that they might have missed and to quickly catch up with their peers in their year group or set. The pupil should also check whether it was the teacher's intention to set Prep during the lesson and if so, to complete this work in the same time period as his/her year group or set.

While teachers will endeavour to assist pupils to keep up with work they have missed for whatever circumstance, pupils who take on a commitment such as a musical instrument should also understand that they have an obligation not to get behind with their work.

BOARDERS

Boarders have a paper register which is taken after tea (including activity details) and again at 7.30 p.m. in the Boarding House. A Fire Register is taken by the duty member of staff each evening.



Appendix 1: Structure of the School Day

	Registration 8.15 – 8.40 Assembly 8.40 to 9.00	Morning lessons (break 10.45 to 11. 10)	Lunch	Afternoon lessons (break 3.15 – 3.30)	Prep and afternoon activities
Monday	Headmaster's Assembly	9.00 to 12.20	12.20 to 1.30	1.30 – 3.15	Games 3.30 – 4.45 (Seniors don't have a break 3.15- 3.30) Prep – 4.45 to 5.30
Tuesday	Form Period	9.00 to 12.20	12.20 to 1.30	1.30 – 3.15	Activities 3.30 – 4.45 Prep – 4.45 to 5.30
Wednesday	Church Y3-Y8	9.00 to 12.20	12.20 to 1.30	None	Games 1.30 – 3.30
Thursday	Form Period	9.00 to 12.20	12.20 to 1.30	1.30 – 3.15	Activities 3.30 – 4.45 Prep 4.45 – 5.30
Friday	Staff/Class Assembly	9.00 to 12.20	12.20 to 1.30	1.30 – 3.15	Games 3.30 – 4.45



					Prep – 4.45 to 5.30
Saturday	Awards assembly	9.00 to 12.20	12.20	None	Those remaining at school who are not in matches are supervised by the duty member of staff.

Home time options – Pupils in Years 3 – 8 may go home at 4.30pm, 5.30pm, 6.30pm, 7.30pm or they may stay the night. Please record your child’s home time in their diary each day. If they are using the bus this should also be noted in their diary.