



## **ATTENDANCE POLICY**

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.*

St Edmund's recognises every student's fundamental right to education and enters into partnership with parents and students to provide this. Consequently, parents, St Edmund's and the students all have a duty to ensure that maximum attendance is maintained. Only the Headmaster, or an appropriate Deputy, can give permission for students to be absent for reasons other than illness.

To take full advantage of the educational opportunities provided, the full attendance of students is essential and this is monitored by:

- working in close partnership with parents when difficulties occur;
- seeking to identify non-attendance at an early stage and to resolve any personal or social problems which cause difficulties in attendance;
- providing an effective and efficient system for the monitoring of attendance.

To assist in this process St Edmund's ensures that:

- parents are informed of term dates a year ahead;
- there is a well-defined system for registration that is clearly set out in the Staff Pastoral Handbook and that this system is followed by all staff;
- there is a well-defined system for contacting parents regarding absence that is followed by all staff;
- parents are aware of the procedures for informing St Edmund's of absence;
- Housemasters and Housemistresses and Heads of Year follow up continuing absence or poor attendance, regularly.

### **Implementation**

It is the role of the Tutor and the appropriate support staff to ensure that all absences are followed up fully. However, unauthorised absences are followed up after registration by the registration support staff and parents will be phoned if they do not respond to an initial email. If, after investigation, an absence remains unauthorised then the tutor, Housemaster/ Housemistress or Head of Year should be informed so that further action can be taken.

Absences can only be authorised by St Edmund's - they cannot be authorised by parents. If a student is kept at home for whatever reason, notification should be sent to the College via the Parent Portal system. If the reason is acceptable to us (e.g. the student was ill) then the absence can be authorised; if the reason is unacceptable then the absence is unauthorised. Study leave, school

visits, work experience and interviews are not counted as absences in reports to parents and to the DfE.

Tutor group registers must be taken electronically during the registration periods in the morning and afternoon. Morning and afternoon registration must be recorded electronically. If it is not completed at the time of the actual registration (e.g. a paper registration is completed) it must be entered electronically by 9.10am and 1.50pm for the respective sessions. Tutors should ensure that the correct code is filled in for each student (the codes are displayed on the screen next to the register) and that the registration is completed by the beginning of the first teaching lesson. Students who are late will sign in at Reception and a copy of this log will be emailed to staff. Tutors and support staff will check this log and “back-fill” their registers prior to or during the afternoon registration so that all students in St Edmund’s are accounted for.

The register should be filled in for absent students, with the appropriate code, once confirmation has been received from parents about the reason for absence.

It is vital that registration is accurate. In the event of fire, a printout of the day’s record will be produced for the purposes of checking attendance, so every student who is in St Edmund’s must be registered or, in the event of lateness, signed in at Reception.

Absences are automatically reported to parents. Any inaccuracy can be embarrassing for the College and lead to mistakes in future references and reports. Failure to register students accurately without good cause is a matter of great concern and may lead to disciplinary action being taken against the teacher concerned.

Staff should visit the IT office or look at the training videos on the iSAMs training portal <https://iuniversity.isams.com/> for more detailed guidance about how to register students electronically.

## **Class Registers**

### **Registration must take place in a classroom.**

The teacher must take a register at the beginning of every class. Any absence from a lesson during a College day, where the student has been marked present should be followed up by the form tutor at the next appropriate registration. If an absent student is on the safeguarding teams Alert List, found on the Teams Portal, then the teacher should ensure that the Alert Button option is taken on registering absence. This will alert a group of staff responsible for finding the student.

The College will inform children’s social care in cases where a child is absent for ten days, if no contact has been made with parents/guardians.

Frequency of review: Annually  
Policy last reviewed: Trinity 2022  
Next review date: Trinity 2023