



Attendance Policy

As a school we believe that attendance is key to many aspects of school life both academic and pastoral, and we are keen to support parents and pupils in achieving high levels of attendance.

All parents entrust their children to us in good faith. As a parent you can reasonably expect that your child is in attendance at school throughout the day unless you inform us of your child's absence, or we inform you, the parent to the contrary.

Langley School expects pupils to be in attendance at school unless we have been notified otherwise.

One of our prescribed responsibilities regarding child welfare is the accurate recording and monitoring of each pupil's attendance at school. We must be able to present our attendance registers to the relevant inspecting bodies and to other agencies for safeguarding purposes.

The school also selects to have a statement of policy and procedure that pertains to student attendance and absence and is designed to clarify the School's position on attendance.

Section A

Responsibility of parents/carers

Absence Reporting

1. The parent of any child absent from school without prior notice (e.g. illness) is required to telephone the school before 08:45 giving a reason for absence. A message may be left on the absence reporting line - accessed via the main school number - or by email to absence@langleyschool.co.uk . Where possible please also advise your child's Form Tutor.

Leave of absence requests and departure or late arrival during the school day

2. Leave of absence should be requested in advance for all planned absence regardless of the nature or duration of the absence, this includes medical appointments during the school day and early departures from school.
3. If parents/carers wish to request a leave of absence for **part of the school day** they should advise the Tutor, Head of Year and Attendance Officer using the absence@langleyschool.co.uk email address or by phoning the main school number. This includes requests for absence from activity sessions.
4. All Pupils must sign in or out at The Alston Centre if they leave site or arrive late during the school day.
5. If appropriate communication has not been received or staff have other queries, for safeguarding reasons, parents are required to come to the Reception Desk in the Alston Centre in person in order to sign pupils out.

6. If parents/carers wish to request a leave of absence for **one day or more** for their child from school this is to be addressed in writing at least 7 days before the applicable date, unless there are exceptional circumstances. Requests should be made by email to the Headmaster's Executive Assistant, execpa@langleschool.co.uk
7. Leave of absence that is not requested in advance will only be authorised in exceptional circumstances.
8. If a child is absent from school due to illness for longer than five days, parents/carers may be required to supply supporting evidence e.g. a medical certificate, doctor's note, appointment card, prescription etc.
9. Appointment cards/letters should be made available to school for all medical appointments and may be required in order for absence to be authorised.
10. In order to fulfil safeguarding requirements and to ensure that we maintain appropriate welfare standards, parents/carers are requested to respond promptly to any enquiry regarding attendance.
11. Parents/carers may at any time request an Attendance Support meeting with the Pastoral team to raise any concerns or request any assistance with attendance.

Section B

Responsibility of pupils

1. Registration is a timetabled event and as such is compulsory for all year groups. Pupils must attend both AM and PM registration unless they are in an alternative timetabled class or meeting.
2. Pupils should arrive promptly for registration and all classes. Repeated incidents of lateness will be dealt with through the School's sanction system.
3. Pupils should advise Tutors and teachers, where possible in advance, if they will be absent from class and ensure that they catch up on any work/homework missed.
4. Any pupil/student arriving after 08:40 is classed as late to school and must sign in at The Alston Centre. Failure to do so should be regarded as a disciplinary matter.
5. Any student leaving site prior to the end of the school day at 16:40 (15:45 on Friday) must sign out at The Alston Centre. Failure to do so should be regarded as a disciplinary matter.
6. Pupils must pass any information regarding absence from their parents/carers to Form Tutors or the Attendance Officer without delay.
7. Pupils should have an open dialogue with their Form Tutors regarding attendance and provide details of planned absences as well as any concerns they have regarding attendance at school.

Section C

General school attendance procedures

1. Each Form Tutor and teacher is required to promptly and accurately complete the Attendance Register according to the agreed procedures.

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Date: Michaelmas 2022

Review date: Michaelmas 2023

2. All Tutors and staff members are required to complete the on-line attendance register promptly and accurately for each lesson they teach or supervise.
3. All Tutors should ensure that any information pertaining to a pupil's absence is passed immediately to the Attendance Officer who will then process the information appropriately.
4. Any teacher or staff member taking pupils out of school must send a list of the names of all pupils involved to the Attendance Office and all relevant staff at least 24 hours in advance. This notice should state clearly the dates and times of departure and return.
5. Any Teacher or staff member must register all pupils at the start of any trip or visit leaving the school site and immediately inform the Attendance Office of any changes to the list provided under paragraph 4.
6. School medical staff must liaise with the Attendance Officer regarding pupils visiting the Medical Centre and ensure that the Attendance Officer is fully informed about occupancy of the Medical Centre.
7. Form Tutors should have an open dialogue with their tutees regarding attendance. They should share details of planned absences as well as any concerns regarding attendance at school with the relevant Head of Year (Pastoral), who will then inform the Deputy Head responsible for pastoral matters as necessary.
8. Attendance data for all pupils can be made available to parents/carers through the School's software packages.
9. The School reserves the right to request an Attendance Support meeting with parents/carers at any such time as they are concerned regarding the attendance of a pupil.
10. If a pupil is requested by the School not to attend school as a result of non-payment of fees, then the absence will be recorded as an authorised absence for up to a maximum of 10 school days. After the 10-day period the absence will be recorded as unauthorised absence. The reporting requirements of the School to the Local Authority as stated in Section D will take effect once threshold for unauthorised absence is met.
11. The Headmaster's decision regarding the authorisation of absence is final.

Section D

Registration procedures

1. The Attendance Officer will enter or preselect codes on registers for pre-determined absence where appropriate.
2. Tutors and teachers are requested to only select 'no', 'Yes' or 'late' and enter minutes late from the drop-down menu.
3. Each Form Tutor is required to complete the Attendance Register accurately for their Form in morning registration (08:40). Morning Registers must be completed by 09:00 on the School's management information system, iSAMS. If for any reason the register is unable to be taken on iSAMS, the Form Tutor or cover teacher should contact the Attendance Officer by internal telephone or by email, to say which pupils are present/absent.
4. PM Registration will be carried out at 1.15pm during Tutor time or assembly. If Chapel is scheduled to take place then PM registration is likely to take place during the lunch period. If, for any reason, the register is unable to be taken on iSAMS, the class teacher

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- or cover teacher should contact the Attendance Officer by internal telephone or by email, to say which pupils/students are present/absent.
5. Morning registration remains open until 09:30. Arrival between 08:40 and 09:30 will be classified as late.
 6. It is also the Form Tutor's responsibility to ensure that no student absents themselves from registration. Such action by a pupil/student should be regarded as being a disciplinary matter.
 7. At the beginning of each session (morning and afternoon) the attendance column for each student must be filled in.
 8. All staff teaching or covering a lesson must complete the on-line register at the commencement of the class or as soon as is reasonably practicable. If they are unable to complete the register for any reason, they should contact the Attendance Officer by telephone or email to advise which pupils are present.
 9. It is most important that the information communicated on the Attendance Register is accurate, since in the case of absence due to illness, the Accounts Office will need this information to assist parents with fee insurance claims. It is also a statutory requirement that accurate attendance records are kept.

The following symbols represent the coding for information entered by the Attendance Officer where appropriate.

Present(am)	/
Present (pm)	\
Offsite activity, ie. Taster day (AEA)	B
Other authorised circumstances	C
On-site authorised activity ie. Exams/Lesson on site (including LAMDA and music lessons and on-site sporting fixtures)	D
Excluded from School	E
In Medical Centre (not resident)	F
Holiday (Authorised)	H
Illness	I
Holiday (Unauthorised)	G
Late (before registration closes)	L
Dental/Medical Appointment or in residence in the Medical Centre due to illness	M
No reason yet provided	N
Unauthorised Circumstances	O
Approved sporting activity off site	P
Religious Observance	R
Study Leave	S
Missed tutor registration	T
Unauthorised Missed Registration	U
Educational visit or trip	V
Work Experience	W
Exceptional Circumstances	Y
No mark recorded	-
School Closed to pupils	#

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8. To ensure unnecessary calls home from the Attendance Officer are not made, Form Tutors should impress upon pupils the importance of being punctual for registration, and if late, the importance of signing in at The Alston Centre. Section A paragraph 7 states that failure to attend registration is a disciplinary matter.
9. Form Tutors will monitor pupil attendance at registration and adhere to the Behaviour Policy in respect of missed registrations.
10. The Attendance Officer will enter any late marks in the on-line register when the Late Book is completed, noting any reason for lateness.
11. The Attendance Officer will collate Attendance Registers during period 1 and if appropriate an Absence List will be circulated by email.
12. The Attendance Officer will pursue absences that cannot be explained through the school messaging service and by telephone.
13. If pupils are not located, then the missing pupil/student protocol will be followed.

Section D

School procedures for when pupils are absent for a prolonged period

1. The Attendance Officer will notify the Pastoral Committee of all pupils whose attendance is of concern and all students whose attendance falls below 90%. The Committee will then decide on the best course of action to take.
2. Pupils whose attendance is of concern to the school will be invited to an Attendance Support Panel with their parents/carers.
3. When a pupil/student's attendance is of concern to the school, parents/carers will be required to provide evidence in support of any further absence; such a requirement will be provided in writing to parents/carers.
4. The local authority must be informed in the following cases of absence:
 - Ten days of continuous unauthorised absence (other than for reasons of sickness or leave of absence.)
 - Failure to attend regularly.
 - Deletion from the School Register when the next school is not known. In this case, the School must report the circumstances to the Local Authority in which the pupil lives.
5. A pupil's name may be deleted from the admission register on certain grounds and in these circumstances the local authority will be informed. This is a legal duty and arises as soon as the grounds for deletion are met, and in any event, before deleting the pupil's name. These are:
 - When the pupil has been taken out of school to be home educated.
 - When the family has apparently moved away.
 - When the pupil has been certified as medically unfit to attend.
 - When the pupil is in custody for more than four months.

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- When the pupil has been perm permanently excluded.

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