

The Governing Body of Denstone College understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

Admissions and Attendance Registers Policy

Admissions Registers

Denstone College recognises that the admissions register is subject to the Education (Pupil registration) (England) Regulations 2006 and this policy is written in accordance to *Children Missing Education* (September 2016) and *Keeping Children Safe in Education* (2023). In line with this the admissions register of Denstone College includes the following information about pupils:

- Name in full
- Sex (this is the birth sex unless the person has obtained a gender recognition certificate-not available to under 18 year olds)
- Name and address of every person known to the College to be a parent of the pupil and/or guardian. This will include an indication of which parent/guardian with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989. It is worth noting that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from Denstone College in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies Denstone College that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for Denstone College to ascertain it, will be given.
- At least one telephone number at which the parent and/ or guardian can be contacted in an emergency and more than one emergency number for the pupil.
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of previous school, if any
- Indication of boarding or day status
- Name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Procedure

At Denstone College HM Office is responsible for maintaining the admissions register. This is done using iSAMS. All entries are made electronically and the register can be printed. It is stored electronically. Within iSAMS the original and amended entries are tracked as well as the name of the person making an amendment.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which the school has agreed, or been notified, that the pupil will attend the school. For most pupils this will be the first day of the school year
- Denstone College will inform the local authority where a pupil's name is going to be added or deleted to/from the admissions register at non-standard transitions (when a compulsory school-aged child joins the College after the beginning of the College's first year, or leaves before completing the final year of school or joins a school after the beginning of the school's first year).
- Denstone College will notify the Local Authority of any non-standard admissions within five days of the entry on the admissions register.
- Deletions from the admissions register are regulated. There are 15 official separate grounds for removing a pupil, though not all are relevant to Denstone College (see Appendix A for further details of 12 of these). These are in addition to the terms and conditions of Denstone College's school/parent contract. Denstone College recognises its duty to inform the Local Authority as soon as grounds for deletion are met and in any event before deleting the child's name.
- Denstone College will provide information to the local authority for standard transitions as requested.
- It is recognised that children missing education may pose a safeguarding issue, especially if leaving Denstone College with no known destination.
- It is recognised that whilst Denstone College has a right to delete a pupil for non-return within 10 school days after authorised absence of 10 school days or more, or after 20 school days unauthorised absence (in both cases in the absence of illness or other unavoidable cause), this can only be enacted after Denstone College and the Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed to ascertain them.
- The admissions register can be printed out if required

Attendance

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities. Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been granted.

For the welfare, health and safety and educational benefit of all pupils, Denstone College registers pupils in all years, including Sixth Form. Denstone College requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006.

This policy applies to all members of our school community, including those in the Sixth Form. It is thus relevant to all day and boarding pupils.

Responsibilities of Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. Pupils must stay in some form of education or training until their 18th birthday.

PROCEDURES IN THE PREP

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness, a medical appointment and providing the reason for non-attendance. This should be done by emailing the child's Form Teacher or the Prep School Secretary or by leaving a message on the reception answer machine number 01889590484 before 8:00 a.m. on the pupil's first day of absence, which has not previously been agreed with the school and every subsequent day of illness.

Permission for a pupil to be out of school for up to two days is granted by the Head of Prep. Permission for a pupil to be out of school for longer than two days is at the discretion of the Head. Requests should always be made in writing by the parents, via the Head of The Prep. The Head of Prep will confirm whether the leave of absence has been granted by the College and ensure that the lodge is informed of any authorised absence.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues.

Responsibilities of Pupils

All pupils are required to be in school before 08.20am. The school day ends at 3:45 pm, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff. Pupils are normally expected to leave by 6pm.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit (in which case parents are informed by letter and thereby give their consent) or a sporting fixture, the dates of which will have been notified in advance.

Responsibilities of Staff The Prep

Staff should register attendance twice a day using iSAMS. Any absence should be followed up directly with any of the following: The Prep school secretary, form teachers, pastoral lead, Head of Pre- Prep, Deputy Head of Prep or Head of Prep. Staff may also contact DC reception staff and the medical centre by telephone. Any unaccounted-for absence from a lesson must be followed up with the above as soon as is practically possible. If an absent pupil has a known "potentially dangerous medical condition" signified by a red flag on their record shown on iSAMS, the member of staff should alert the Prep School Secretary or Head of Prep to initiate a search immediately.

Registration Procedure The Prep

The school day for pupils starts at 8.20am with first registration. First and second registration occur for all pupils, recording all absences and whether or not they are authorised. A variety of codes are used on the register that indicate whether a pupil is present or absent (and for what reason). These records are accessible to staff through ISAMS.

Morning Registration

Pupils should be present for morning registration with form teachers at 8:20am

Form teachers register pupils using the ISAMS Registration module each day.

Pupils must not be registered present unless they are sighted by the Form teacher during registration.

Pupils who have music lessons during registration will be registered in the music department, the music department will inform the Prep School Secretary.

The Prep School Secretary will follow up any day pupil's unauthorised absence by telephoning a pupil's home on the day of the absence. If when parents are contacted they believe their child to be in school or if there is still no confirmation of the reason for a pupil not being registered the Prep School Secretary will inform the Head of Prep, who will discuss with the Safeguarding team to decide whether to invoke the Missing Pupil Policy. If the Prep School Secretary is unable to speak with parents to ascertain the whereabouts of the pupil, it will be passed on The Head of Prep or Deputy or Head of Pre-Prep, who will then take the lead in finding out why a pupil is unauthorised, and follow up with Parents.

Afternoon Registration

Afternoon registration is taken at the start of Lesson 5 each afternoon.

For afternoon registration the Prep School Secretary will contact all staff initially to ascertain whereabouts of any unaccounted pupils. The Head of Prep or Deputy Head of Prep or Head of Pre-Prep, will then take the lead on determining the whereabouts of pupils. The Head of Prep, will discuss with the Safeguarding team to decide whether to invoke the Missing Pupil Policy.

Lateness.

Should a child be unavoidably late and miss the register they must report directly to the Prep School Secretary and should sign in, giving the reason why they are late.

Signing in and signing out.

Pupils who arrive at school after registration should sign in with the Prep School Secretary at Reception. Pupils who leave the school site before the end of the school day must sign out at the Prep reception and on their return, they must sign back in. Pupils should not leave the school site in this way without first obtaining the permission of the Prep School Secretary or The Head of Prep. The Medical Centre staff will update the Prep for those children signing out, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

Monitoring and Review The Prep.

Form Teachers should monitor lateness in their tutor group and report any worrying patterns to the Head of Prep. This would include frequent late marks or regular late marks (eg late every Thursday).

Form teachers should report any worrying patterns of absence to the Head of the Prep. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (eg many Tuesdays)

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

The Head of the Prep has responsibility for monitoring the attendance of children in the Prep School and will work with the Form teacher and parents to resolve any difficulties. Attendance is reviewed regularly and the Form Teacher should inform the parent / guardian should a child's attendance fall below 90% and where the reason for such absence is unknown. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

The Head of Prep will review the attendance register for the Prep Pupils on at least a half termly basis in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary (this will include pupils who regularly fail to attend school and/or are absent from school for a period of 10 continuous school days or more without the College's permission).

PROCEDURES IN THE COLLEGE

Daily Absences

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness. This should be done by either by leaving a message on the Lodge answer machine 01889 590484 before 8:00 a.m or emailing the Lodge on absence@denstonecollege.net on the pupil's first day of absence which has not previously been agreed with the school and every subsequent day of illness.

Planned Absence

Permission for a pupil to be out of school for a planned absence such as a medical appointment should be made to the Head of House/Head of Boarding. Heads of House/boarding are able to grant up to two days absence from school. Permission for a pupil to be out of school for longer than two days is at the discretion of the Head. Requests should always be made in writing by the parents, via the Head of House/Boarding House. The Head of House/boarding House will confirm whether the leave of absence has been granted by the College and ensure that the lodge are aware of any authorised absence.

Absence affecting Sports Fixtures

When boys and girls train with a squad, it is an expectation that they are available for selection for every fixture. On the very rare occasion that a player is unavailable, parents should inform Director of Sport Mrs Durston EDurston@denstonecollege.net in writing at least a week in advance before selection stating the reason for this absence. Teams will be published on the sports noticeboards and College website no later than two days before the fixture. Once selected, if a player is injured or ill, parents should contact the school as soon as they suspect their child will be unable to make the fixture.

If for any reason a child does not want to attend school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures, such as additional pastoral support and/or the support of appropriate external agencies, can be put in place to address the issues. Where parents need support to prevent their child from truanting or habitually arriving late, in the first instance the Head of House will meet with the parents and give advice. We expect that the parent will agree to comply with certain requirements in order to make the best use of this support.

Responsibilities of Pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time. All pupils are expected to be in for registration at 8.45am. If, for any reason, a pupil needs to leave the School site during the School day, they must first seek and receive a sign out form from their Head of House/Housemaster/Housemistress or member of SMT, or if a pupil is ill, the Medical Centre Staff.

Failure to attend school regularly or punctually or failing to attend registration without good reason, or leaving the School without a Sign out card and signing out at the lodge constitutes a breach of the School's Behaviour and Exclusion Policy and may lead to formal disciplinary action being taken.

Pupils must remain on school premises from morning registration to the end of the last afternoon session, unless they have the permission of the Head of House/ Housemaster/Housemistress/SMT to sign out, who will issue the sign out card which must be presented to the lodge.

Pupils in certain year groups may be granted study leave during periods of public examinations.

Fixtures take place on Saturdays and Wednesday: pupils are required to play if selected to represent the School. Requests to miss a fixture/ event must be made prior to the fixture/ event taking place. Pupils who absent themselves from practices, fixtures and other school events at which attendance is required will be regarded as having truanted and will incur the same disciplinary sanction as they would for deliberately not attending a lesson. This sanction is, in the first, instance, an extended detention.

Responsibilities of Staff

Staff should register attendance in each of their lessons and games/activities using iSAMS or SOCS respectively. Any absence should be followed up, using the methods above or directly with Heads of House or Housemaster/Housemistress. Staff may contact reception staff, the staff secretary and the medical centre by telephone from their departments. Any unaccounted for absence from a lesson must be followed up with Heads of House (day pupils) or Housemaster/Housemistress (boarders) as soon as is practically possible and preferably immediately on the same day. If an absent pupil has a known "potentially dangerous medical condition" signified by a red flag on their record shown on iSAMS, the member of staff should alert the Reception Staff in the Lodge to initiate a search immediately using the "Alert" function on the register.

Heads of House/Housemaster/Housemistress are responsible for bringing any causes of concern to the attention of the Deputy Head (Pastoral) who, working with the Heads of House/Housemaster/Housemistress will pursue any issues that require following up with a pupil's parents or guardians as appropriate.

Registration Procedure The College

All schools have a statutory responsibility to maintain accurate records of attendance. The school day for pupils starts at 8.45am with first registration. First and second registration occur for all pupils, recording all absences and whether or not they are authorised. A variety of codes are used on the register that indicate whether a pupil is present or absent (and for what reason). These records are accessible to staff through iSAMS, by checking House registers in the Staff Common Room (SCR) or by checking the absence lists in the SCR published twice daily.

Morning Registration

Pupils should be present for tutorials at 8:45am

Tutors register pupils using the ISAMS Registration module on Monday, Tuesday, Wednesday, Thursday and Friday Mornings. On Saturday registration will take place in period 1.

Pupils must not be registered present unless they are sighted by the Tutor during tutorials

Pupils who have music lessons during registration will be registered in the music department, the music department will inform the lodge.

Lodge staff will follow up any day pupil's unauthorised absence by telephoning a pupil's home on the morning of the absence. If when parents are contacted they believe their child to be in school or if there is still no confirmation of the reason for a pupil not being registered the Lodge staff will inform the Head of House/ Housemaster/Housemistress who will discuss with Senior Pastoral Lead, Senior Master, Deputy Head Pastoral or the Safeguarding team to decide whether to invoke the Missing Pupil Policy.

Housemaster/Housemistress should be informed of any boarding pupils missing these registrations. If Lodge staff are unable to speak with parents to ascertain the whereabouts of the pupils the lodge will pass pupil names on to Heads of House (day pupils) and Housemaster/Housemistress (boarders) by break time. The Heads of House/ Housemaster/Housemistress then take the lead in finding out why a pupil is unauthorised, and follow up with Parents.

The Reception staff will generate a final list of pupils who have not been registered which will be displayed on the SCR notice board.

Afternoon Registration

Afternoon registration is taken in tutorials (12.50-1.10 for 4th and 5th form and 1.50-2.10 for all other year groups. On Wednesday and Saturday registration will take place at 12.10 in period 5.

For afternoon registration the lodge will email all staff initially to ascertain whereabouts of any unaccounted pupils. Then a list of unauthorised absences will then be sent to Heads of House/ Housemaster/Housemistress who will then take the lead on determining the whereabouts of pupils. The lodge will also utilise the Gap students to notify Heads of House/ North/South/Moss Moor if there is a pupil who is unaccounted for. The Head of House/ Housemaster/Housemistress with Senior Pastoral Lead, Senior Master, Deputy Head Pastoral or the Safeguarding team to decide whether to invoke the Missing Pupil Policy.

Lateness.

Should a child be unavoidably late and miss the register they must report directly to the Lodge and should sign in, giving the reason why they are late. Persistent lateness for trivial reasons renders a pupil liable to a detention or other sanctions.

Signing in and signing out.

Pupils who arrive at school after registration should sign in at the lodge. Pupils who leave the school site before the end of the school day must sign out at the lodge on their departure and present a sign out card, and on their return they must sign back in. Pupils should not leave the school site in this way without first obtaining the permission of either their Head of House/ Housemaster/ Housemistress or member of SMT, who will issue the sign out card. The Medical Centre staff will update the Lodge for those children too unwell to sign it themselves, having contacted the pupil's parents/guardians to arrange for the pupil to be collected and taken home.

Sanctions for lateness and failure to register

Tutors should report frequent or regular lateness to the Head of House/ Housemaster/Housemistress. At lower levels of concern, the tutor should contact home to raise concern about punctuality. If this fails to amend behaviour, the Head of House will contact home to address this problem. If a pupil fails to register at all in the morning during either registration period (including if the pupil has failed to register at a music lesson) then the pupil will immediately incur a sanction

What constitutes Authorised and Unauthorised Absence?

Authorised absences are those which the school agree are unavoidable, e.g. illness or family bereavement, and absences for which leave has been given such as agreed holidays or medical appointments.

Unauthorised absences are those that the school considers unreasonable, to be determined by the Head. An absence is unauthorised until acceptable explanation is received and it is for the school, not the parent or guardian, to decide whether an absence should be recorded as authorised or unauthorised. Providing confirmation of the reason for the absence does not automatically register the absence as authorised. This is solely at the discretion of the Head

The Law.

The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

Procedures for Clearing Absences

Heads of House/ Housemaster/Housemistress must follow up any absences promptly to:

Ascertain the reason for an absence being recorded;

Identify whether or not an absence is authorised;

Heads of House/ Housemaster/Housemistress should seek confirmation of clearance from parents or colleagues for the absence as necessary.

Absence must not be cleared without contact with parents or colleagues to confirm the reason.

Heads of House/ Housemaster/Housemistress must act to clear all absences within a week.

Monitoring and Review

It is the House Tutor's responsibility to ensure pupils arrive punctually and to make contact with the parents if a pupil is late on more than two occasions in any given week.

Tutors should monitor lateness in their tutor group and report any worrying patterns to the Head of House/

Housemaster/Housemistress. This would include frequent late marks or regular late marks (eg late every Thursday). Tutors are expected to notify the Head of House/ Housemaster/Housemistress when a pupil has reached three late marks and speak to the pupil about strategies for addressing this. On the fourth late mark, the pupil should expect to be placed on 'report' to their tutor for punctuality.

Heads of House should report any worrying patterns of absence to the Deputy Head Pastoral. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (eg many Tuesdays)

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

There are a number of interventions what will be put in place including

First contact from the House Tutor. Discussion with the pupil to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

Second contact from the House Tutor. Discussion with the parents to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

Contact by Head of House with parents, parents can be invited into school to discuss the attendance pattern and will work through an attendance improvement plan. This applies to pupils who have a repeating pattern of sick days etc.

The Deputy Head (Pastoral) has responsibility for monitoring the attendance of children in the Senior School and will work with Heads of House/ Housemaster/Housemistress and parents to resolve any difficulties. Attendance is reviewed regularly and the Head of House/ Housemaster/Housemistress will contact the parent / guardian should a child's attendance fall below 90% and where the reason for such absence is unknown. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

The Deputy Head Pastoral will review the attendance register on at least a half termly basis in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary (this will include pupils who regularly fail to attend school and/or are absent from school for a period of 10 continuous school days or more without the College's permission).

Back-up Storage of Both Admissions and Attendance Registers

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

The whole iSAMS database including the admissions and attendance registers is backed up through 4 different methods to 4 different places including separate buildings and off-site venues. The register is backed up daily and further back-ups are made 4 times a week, every 2 weeks and another every month. Attendance and admissions registers are retained for at least three years after the end of the school year in question.

Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended in 2016 and as relevant to Denstone College.

1. The pupil has been registered as a pupil at another school, except in cases where it has been agreed by the College that the pupil should be registered at more than one school.
2. Where a pupil is registered at more than one school, and in a case not including death or permanent exclusion, that the pupil has ceased to attend the school and the proprietor of any other school at which the pupil is registered has given consent to the deletion.
3. The pupil has ceased to attend the College and the College has received written notification from the parent that the pupil is receiving education otherwise than at school.
4. In the case of a pupil granted leave of absence, that — (i) the pupil has failed to attend the College within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the College does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the College and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
5. The pupil is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the pupil nor the pupil's parent has indicated to the College the intention to continue to attend the College after ceasing to be of compulsory school age.
6. The pupil has been continuously absent from the College for a period of not less than twenty school days and —(i) at no time was the pupil's absence during that period authorised by the College; (ii) the College does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the College and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7. The pupil is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the College does not have reasonable grounds to believe that the pupil will return to the College at the end of that period.
8. The pupil has died.
9. The pupil will cease to be of compulsory school age before the College next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the College's sixth form.
10. The pupil has ceased to be a pupil of the school.
11. The pupil has been permanently excluded from the College.
12. Where charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix 2 : Sample parents letters

Letter Regarding Absences

Re: Pupil Absences

Dear

Attendance is an essential component to a pupil's academic success. Often, the number of days that pupils are absent accumulate without the realisation of how many days have been missed.

Your child has accumulated _____ absences since _____.

We realise some absences are unavoidable due to health problems or other circumstances. We also know that when pupils miss too much school it can cause them to fall behind academically.

We look forward to working with you to improve your child's attendance. Please let us know if we can assist in this process. Thank you in advance for your support and cooperation.

Yours Sincerely,

Improvement in school attendance

Re: Pupil Absences

Dear

Since last writing to you regarding 's attendance, we have seen a suitable/significant improvement over the last few weeks. His/her attendance is now at%.

Consequently, we would like to congratulate on reaching this level of attendance. It is important to note that there is a strong link between academic success and attendance and therefore this should have a positive impact on 's achievements in school.

If we can support you and further in maintaining a good level of attendance, please do not hesitate to contact us.

Yours Sincerely

Letter to Parents about Persistent Lateness

Dear

Re: Persistent Lateness

I am writing to inform you that your child _____ is persistently late for school. Between *date* and *date* he/she was late on _____ occasions.

When pupils arrive late, they miss out on essential instructions given at the beginning of the school day lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

Meanwhile, if anything can be done to support _____ getting to school on time, please do not hesitate to contact me.

Yours sincerely,