



St Swithun's
WINCHESTER

St Swithun's Prep School including EYFS

ATTENDENCE POLICY

(Incorporating the teachers' guide to registration)

Policy History	
Reviewed and updated	September 2024
Date of next review	September 2026

This policy can be accessed on the school's website at www.stswithuns.com

This policy should be read in conjunction with the following policies:

- [Safeguarding policy](#)
- [Supervision policy](#)
- [School Journey/Offsite activities](#)
- [After- school care/Wraparound care](#)

Introduction

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Attendance at school is vital to the pastoral and academic development of students and we seek to ensure that all of our students receive an education which enables them to maximise opportunities to reach their full potential. Research shows that there is evidence of a strong link between good attendance and increased attainment.

The school expects high attendance from all students and will work in partnership with parents and other agencies to strive towards every student achieving this.

- * **It is a legal requirement for us to take both a morning and an afternoon register.**
- * **There is a timetabled registration slot which is usually lead by form teachers.**
- * **Morning registration should be completed at 08.20 and closes at 08:30**
- * **Afternoon registration should be completed at 13.15 and closes at 13.30**

School staff to support attendance

The school's strategic leader for attendance is **Kate Grosscurth** (deputy head)

Contact: email at: grosscurthk@stswithuns.com or via telephone: 01962 835750

The school's attendance officer is **Andrea Ford** (Prep school Executive Assistant and office manager)

Contact: email at: office.prepschool@stswithuns.com or via telephone: 01962 835750.

Management of the register

We have an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality.

All pupils are registered twice a day by their form teacher: in the morning at 08.20 and in the afternoon at 13.15.

Parents are encouraged to ensure that pupils arrive punctually and are on time for morning registration. Pupils arriving after these times **will** be marked as late.

- All registers are to be completed electronically via SIMS.

Please see the guide below for detailed instructions on how to do this using a desktop, it can also be done on an iPad using the SIMS app.

- See Appendix 2 for SIMS register codes
- It is the responsibility of the form tutor to keep the register up to date and accurate.
- It is important that assumptions are not made and that children are not marked as late until they are actually at school.

An **L** (late before register closes) can be used only when a child reaches the classroom after the register has been taken and before the registers officially closes.

- If a child is not present when the register is taken, they should be marked with an 'N' (No reason yet provided for absence) rather than no code being recorded.

The electronic registration system will automatically default to 'N' if a code has not been inputted for. Incomplete registers will also register an entire class as 'N'.

All absences marked 'N' should be followed up, initially by the office and then by the deputy head.

Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session.

Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.

- If a parent emails you, as form teacher, directly about their child's absence, please ensure the office is also copied in/informed.
- The office will chase up all unapproved absences before 9am that day and will amend a register with the correct code once an absence has been investigated. Similarly, staff are also able to amend their registers at any time by 'overwriting' their previous code input and then saving the register again.
- Once all registers have been completed and checked the office then compiles the 'absence list' for the school, recording all those who are missing from school and stating the reason for their absence. This is emailed to all staff by 9.30am. A copy of this absence list is put with the fire registers, after both morning and afternoon registration.
- In the afternoon, the office will check that all registers have been completed. If the register has not been completed by 1.30pm, the office will follow this up.
- The prep school office staff have overall management of the electronic registration system and can assist/amend records where necessary e.g. noting absences, medical

appointments. They will also complete the registers when a class is away on a school trip for example and misses registration

- If a child goes home during the morning (illness, medical appointment) and will not be returning in the afternoon, the office staff will update the afternoon register to this effect.
- For the afternoon register, please do not leave a pupil with no code attached, all pupils must be accounted for by those completing the register.
- If a child is late on a number of occasions, class teachers should discuss the issue with the parents and try to ascertain if there is a problem which can be addressed in the first instance. If the problem persists, the Deputy Head should be notified.

Taking the register (am and pm)

Preschool & Reception

EYFS classes may run a 'self-registration' process during their hand-over sessions and they are then formally marked in the register by a member of staff.

Key Stage 1

Y1 & Y2 have a variety of 'morning activities on offer when they enter the classroom and the teacher will then say "We're taking register now so please could we lower voices for a moment?" Staff will then say 'Good Morning/afternoon, child's name' and children should respond with a polite "Good morning/afternoon, teacher's name."

Key Stage 2

Children KS2 should enter the classroom and sit quietly in order to promote both a calm & orderly start to the morning/afternoon but also good manners. There might be instructions or an activity on the board for the children to complete quietly whilst they wait for the register to be taken. Children should respond in the same manner in which they are asked i.e. teachers should be saying 'Good Morning/Afternoon child's name' and the children responding 'Good Morning/Afternoon teacher's name'. Once registration has been completed the children can move quietly to assembly/their lesson.

All year groups

- A student must be physically present in the room to be marked as such: they cannot be registered as present on the basis of an email or message that they themselves have sent saying that they are going to be late, or from another member of the Form or teaching group.
- Students should sign in and out in the school office if they arrive late or leave early
- If taking a 'quick register' e.g. for a trip/going out to games (not completing the official register) this can be done more informally and it may be appropriate to just to call the child's name and they can respond yes/no.
- The school office will follow-up students who are absent from morning and afternoon registration by checking whether they are in lesson 1 or 9. If present a mark of late will be given. If not, the school office will begin to follow the [Missing Child Policy](#).

NB Whilst the student may simply be off sick at home with appropriate care, this may not be the situation. The student may be at risk of harm and may be in distress. The student may have been involved in an incident whilst on their way to school. The student may be truanting (possibly because of anxiety about something happening at school).

Lateness to school

As stated above, if a pupil arrives after 08.20 or 13.15 they should sign in at the school office before going to assembly, form time or joining a lesson. Lateness data is regularly monitored by the form tutor and deputy head. Where students are late to school more than once a week, or if there is a regular pattern to the lateness, this will be flagged to the form teacher, who will monitor and deal with the situation and, if necessary, escalate to the deputy head.

Where necessary, a dialogue will be had with parents/carers to support families to improve time keeping. If lateness does not improve in the short term (e.g. over 2 weeks), the form tutor will agree with the deputy head an appropriate course of action.

With no improvement in the situation, the matter will be referred to the head and deputy head (DSL) who will discuss the matter with the parents/carers.

Leaving the school site

If a student needs to leave school early, their parents should inform the school office, copying in the form teacher, and stating the reason for their early departure. The parent/student must sign the signing-out book in the Office.

If a student is ill during the school day and it is deemed best to send them home. The office is responsible for contacting the parents and arranging collection.

Absence form school

Parents/carers are required to report a pupil absence via:

- Emailing: office.prepschool@stswithuns.com
- Notifying via parent portal
- Telephoning the school office: 01962 835750

This should be by 09:00 at the latest on the day of absence. If parents/carers do not contact the school, the school office will contact parents/carers to confirm an authorised absence; this may be by phone or email. Holidays taken in term time that are not authorised by the head will be classed as an unauthorised absence.

If parents/carers have any concerns about their child's attendance, they should contact the relevant form tutor in the first instance.

Requesting leave of absence

Parents requesting leave of absence should email office.prepschool@stswithuns.com. This will be forwarded to the head for approval. The executive assistant will email the form tutor and school office with permission, if given.

Only exceptional circumstances warrant a leave of absence. Each request will be considered individually, considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted the head will determine the length of time the student can be away from school.

As leave of absence should only be granted in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Students with medical conditions or special educational needs and disabilities

We recognise that some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other student and therefore the attendance ambition for these students is the same as they are for any other student. That said, in working with their parents to improve attendance, we are mindful of the barriers these students face and will discuss additional support where necessary to help them access their full-time education.

Informing the local authority

The school shall inform the relevant local authority of any student who:

- fails to attend school regularly; or
- has been absent without the school's permission for a continuous period of ten school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

The school registrar shall also inform the relevant local authority of any student who is going to be added to or deleted from the school's admission register at non-standard transition points in accordance with the requirements of the Education (Student Registration) (England) Regulations 2006 (as amended).

Ongoing monitoring and analysis

Attendance reports, produced by the Attendance Officer, will be reviewed regularly by the deputy head in order to:

- Identify pupils who are regularly late or with attendance of less than 90% and intervene as necessary. This is likely to be a conversation with parents/guardians to understand the barriers to being in school and agreeing appropriate actions/interventions to address them.
- Review each absence with the code N and, if the reason is still not established, replace this with an O (an N must not be allowed to remain in the register indefinitely).

School wide attendance data is shared with the deputy head every half term. Any trends, year groups or groups with concerns are flagged and appropriate strategies put in place, this data may also be discussed at the fortnightly pastoral team meeting.

Throughout the process of monitoring attendance, we will identify students/families who need support from wider partners as quickly as possible and make the necessary referrals. We will monitor the impact of any intervention(s) and adjust where necessary in discussion with the student, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, all parties should work together to identify the reasons why and either adjust or change the approach.

It is important that parents/carers are aware of this policy which is available on the school's website and parent portal.

Returning to school

Where a student has had a lengthy or unavoidable period of absence from school we will do what we can to maintain contact and will provide support to build confidence and bridge gaps to support that pupil back into school.

Other provisions

The deputy head is responsible for the strategic approach to attendance in school.

Contact: Kate Grosscurth. Email grosscurthk@stswithuns.com or telephone 01962 835750.

This policy will be applied fairly, consistently and in a non-discriminatory fashion in accordance with the school's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child. The school will always consider the individual needs of students and their families who may have specific barriers to attendance.

See the [missing pupil policy](#) for further provisions in relation to missing and/or lost children.

This policy has regard to the following guidance and advice:

- [Keeping Children Safe in Education \(DfE September 2023\) \(KCSIE\)](#)
- [Working together to improve school attendance \(DfE, December 2023\)](#)
- [Children missing education \(DfE, September 2016\)](#)

Reviewed & updated September 2024	Andrea Ford	EA and attendance officer
	Kate Grosscurth	Deputy Head and DSL
	Liz Norris	Head
Ratified by Education Committee on behalf of council, October 2024		Chair of Education Committee

Appendix 1 Additional guidance for form tutors and teachers

Visiting students

- **Students in school for familiarisation visits** – remain with the form and should be accounted for by the form tutor

Visits and trips

Students should be registered in the morning and afternoon sessions on the day of visit or if known the information can be pre-coded in the register and amended on the day of the trip. If the trip

leaves before registration, a list of students registered on the trip should be returned to the school office prior to departure.

In the event of a fire alarm

- The school office will bring a list of absentees and the signing in and out book outside.
- A member of SLT will seek confirmation from class teachers that everyone is present and will check off against the list of absentees.
- *See fire protocols for more detail*

Appendix 2 Common Codes

Present at school

/ or \	Present during registration
B	Educated off site and taster days and do not fit K,V,P or W codes
K	Attending provision arranged by the local authority
L	Arrived after the register has started but before it has closed
p	Sporting activity with prior agreement form school
V	Educational visit or trip
W	Work experience
%	Music lesson
&	Communication and Performance lesson

Authorised absence

C	Exceptional circumstances (including authorised holiday)
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C1	In a regulated performance/undertaking regulated employment abroad
C2	Absent due to a part-time timetable
D	Dual Registered - at another educational establishment
E	Suspended or permanently excluded
I	Illness (not medical or dental appointments) note comments
J1	Job/school/college interview
M	Medical or dental appointments
Q	Unable to attend due to access arrangements
R	Religious observance (only 1 day allowed, any more coded as C if agreed)
S	Study leave
T	Parent travelling for occupational purposes
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport provided not being available
Y2	Unable to attend due to widespread transport disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to whole school closure
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
	Unable to attend due to other avoidable cause (must affect pupil NOT parent)

Unauthorised absence

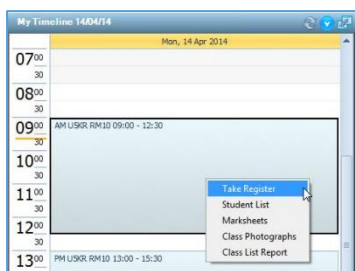
G	Holiday (not agreed)
N	Reason for absence not yet established (must be corrected in 5 days)
O	Absent in other or unknown circumstances
U	Late after registration closed
Z	Student not yet on register
#	Planned whole or partial school closure (e.g. holidays, INSETS and polling station days)

Appendix 3 Guide to taking registers in SIMS


Introduction

Here is a quick guide to entering registration marks for your lessons into SIMS Lesson Monitor. Class teachers should complete, save and close their registers before the end of the teaching period.

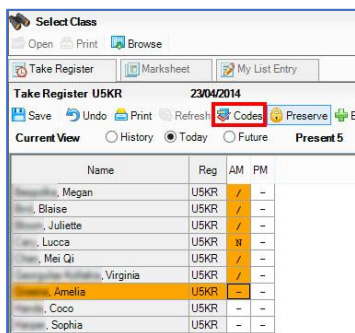
Accessing Registers



The easiest way to access your register is via the timeline on your SIMS homepage.

Simply double-click a lesson to open the register. Alternatively, you can right-click the lesson and select 'Take Register' or use the take register button at the top of the screen .


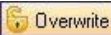
Entering Marks



The appropriate attendance marks can now be entered into each cell. Students who are present should be assigned a \ or / mark, late students should be marked with an L code and absent students should have the appropriate absence code assigned. For a list of the available absence codes and their meanings click the 'Codes' button at the top of the register (highlighted right). If you do not know why a student is absent they should be marked as N, which signifies that they are absent and no reason has yet been given. (A list of common codes can be found in the Common Codes section, [here](#)).

Once completed please save your changes using the save button in the top left-hand corner of the register. It is good practice to close the register at this stage.

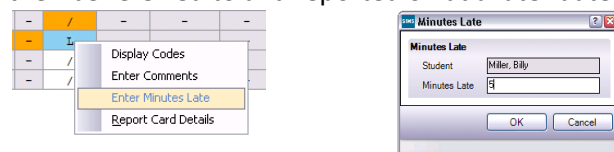
Editing Marks

After saving a register the marks automatically become locked to prevent any accidental changes. However, if for example, the register has been saved and a student arrives late during the registration session, it is possible to edit the register to reflect this. Simply re-open the register and click the 'Preserve'  button which will then toggle to 'Overwrite' .

You will now be able to overwrite the student's absence with an L code. Make sure to add the number of minutes late (see below). Now save and close the register as before and the register will automatically return to preserve mode.

Minutes Late

Once a student has been marked with an L code the number of minutes late can be added. This can then be referred to and reported on at a later date.




To add the number of minutes late right-click the students' code and select 'Enter Minutes Late' (alternatively click the minutes late button at the top of the screen). Type the number of minutes in the resulting box and click OK. The L code will now be coloured blue.

Hovering over the code will display the minutes late.

Comments


Comments can be added to a cell for reference purposes e.g. forgotten kit or homework. To enter a comment right-click the cell and select 'Enter Comments' (alternatively click the 'Comment' button at the top of the screen) type a short comment and click OK.


The cell will now be flagged with a red triangle in the top-right corner .

Hovering over the cell will display the comment.

Please use this feature sparingly and always remember that any comments entered will potentially be visible to parents/carers as well as other staff.

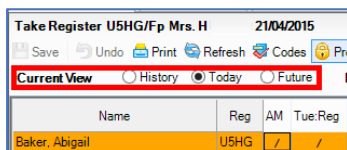
Accessing other registers

From time to time you may need to access someone else's register, this can be achieved by using the 'Browse'  Browse button in the top-left of the screen under the main navigation bar.

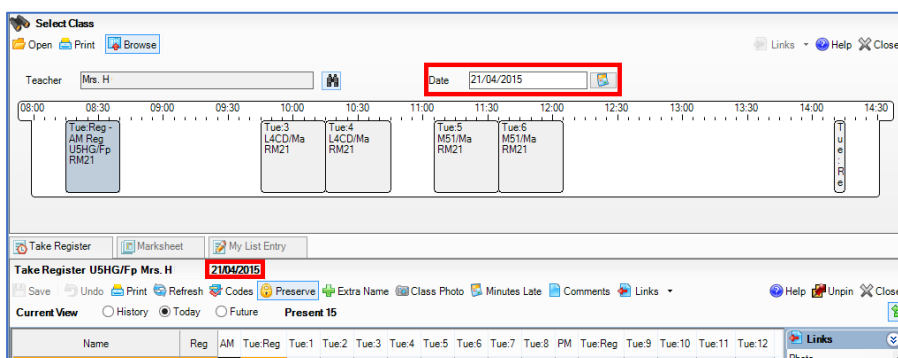
Clicking the browse button will display your registration timeline, from here you can access other registers in the system. Use the binoculars  button next to your name to bring up the lesson browse window. Use the browse window to find the period you are looking for, double-click the period to open the register.

Accessing Past/Future Registers

From within a register you can use the 'History' radio button at the top of the screen to quickly see the last 10 lessons you were timetabled to see that particular group. Conversely selecting 'Future' will show you the next 10 lessons. While using this view you are able to add comments, amend historical marks and add future absences etc.




If you need to access a date that is beyond this 20-session window, click the 'Browse' button to display your timeline.




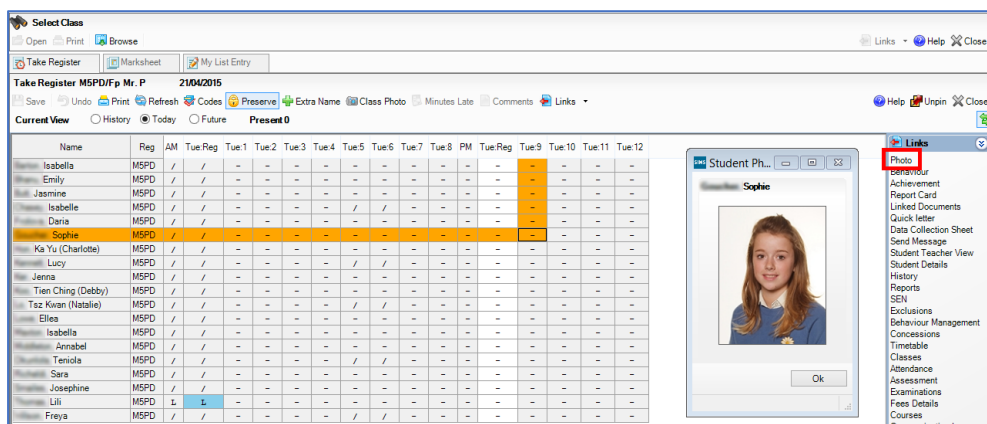
Change the date displayed above your timeline to the desired date and double-click the session you would like to access. Check the date at the top of the register (above the 'Codes' button) to ensure the correct session has been opened.

Adding Extra Students

You can add a student to your group for just that one lesson by clicking the 'Extra Name'  Extra Name button and searching for the required student. Once selected the student will be added to the bottom of your class list and automatically marked as present.

Photos

There are two ways to display photos from within your register. You can generate a printable whole class grid format by clicking the 'Class Photo'  Class Photo button and clicking OK on the options window. Alternatively, you can display just the selected individual's photo in a floating window by clicking 'Photo' in the Links pane on the right-hand side of the register. The photo will change to the next student as you move down the register.



Dealing with unauthorised and unknown absence codes

A brief guide on picking up on and dealing with unauthorised absence codes can be found in the Knowledge base section of the IT Services site on the staff portal ([Link](#)).

Attendance statistics

A brief guide to running reports that extract attendance statistics from SIMS can also be found in the Knowledge base section of the IT Services site on the staff portal ([Link](#)).