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FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST

GIRLS' DAY SCHOOL TRUST

Attendance Policy & Registration Procedures

At Bromley High School we see student attendance as critical to academic success and social integration. We ask parents to familiarise themselves with the GDST Statement on School Attendance and these policy guidelines, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

GDST Statement on School Attendance

Absence, whatever its cause, is detrimental to any student's academic, social and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a pupil welfare issue.

Parents have a legal duty to ensure their children of compulsory school age who are registered at school attend regularly. Parents can only allow their child to miss school if they are too ill to go in or they have advance permission from the school. The Education (Student Registration) (England) Regulations 2006 make it clear that Heads may only grant leave of absence *in exceptional circumstances*. As is required by law, the school will inform the local authority of any pupil who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 days or more. The local safeguarding partners will also be informed if absence amounts to a safeguarding concern.

In order to maximize our pupils' potential, the GDST is committed to ensuring students do not miss out on their education through poor attendance rates. We expect all GDST schools to at least meet the national attendance average, and school attendance rates are monitored accordingly. A member of SLT is expected to review and analyse attendance across the school on a regular basis, following up on trends or patterns of concern, and reporting to the School Governing Board/GDST as required.

Registration is required by law at the beginning of each morning session and during the afternoon. The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a pastoral, welfare and health and safety matter for the school to know when pupils are or are not on the premises.

At Bromley High School we see student attendance as critical to academic success and social integration. We monitor attendance rates on an ongoing basis and teachers, tutors and pastoral leads will take action if a pupil's absence becomes a concern, as required by the law. We are aware that at times, absence due to illness is unavoidable and necessary but regular and punctual attendance at school is both a legal requirement and crucial to your daughter's achievement. Over the course of a year, where a pupil's attendance is below 90%, it is the equivalent of missing 19 days of school (nearly 4 weeks or 114 lessons per year). Our target is 100% attendance for every child and we appreciate the support you give us in ensuring your daughter is present whenever she is well enough to attend.

Learning days lost per academic year

98% 4 days
95% 10 days
90% 19 days
85% 29 days
80% 38 days
75% 48 days

Class teachers and tutors are expected to monitor and review the attendance record of the pupils for whom they are responsible identifying noticeable patterns, or sudden or unexplained absence. Attendance that falls below 98% must be dealt with by the form tutor in direct conversation with the pupil and recorded on CPOMS. Attendance that falls below 95% must be reported to the Head of year who will speak to the pupil and email home. Attendance that falls below 90% must be reported to the Deputy Head Pastoral. An individual attendance record of below 90% must be followed up by the school and reported to Bromley Education Authority.

School guidelines

Key contacts

The senior leader with overall responsibility for attendance at the school is Taiana Hathway (Deputy Head Pastoral). For day-to-day attendance matters in the senior school, please contact your child's form tutor or the relevant Head of Year. For day-to-day attendance matters in the junior school contact Kelly Powell (Deputy Head Pastoral of Junior School).

Leave of absence

Leave of absence can only be authorised by the Head and may only be permitted in exceptional circumstances. Parents should submit their request to the Head no later than three days prior to the date of absence. If an absence is authorised in advance parents will be notified and an absence note will not be required on return.

Action on school absence

It is the parents' responsibility to email or telephone the school concerning the reason for a pupil's absence on the **first day of absence** and to provide such further information as may be required. If the school is not notified of a pupil's absence the absence will be investigated and a call will be made to parents. Parents are informed if absences are recorded as unauthorised. The school will remain in contact with parents on a regular basis until the student returns.

We do not provide work for pupils who take unauthorised absence or who are too ill to attend school to allow them time to recuperate. Subject teachers will help them catch up on their return if necessary. If an absence is planned in advance and authorised, the pupil/parent must approach individual members of staff for guidance. In the senior school, if an absence occurs, it is the responsibility of the pupil to make up any lost work.

Reasons for absence

Illness

Parents are requested to inform the school on the first day if their daughter is ill. The school notifies parents if a pupil is ill and needs to go home during school hours.

Medical and Dental Appointments

Routine visits to the dentist, optician etc., should be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances. Notification of appointments e.g., appointment card, hospital letter should be sent in and recorded.

Bereavement

It is helpful if we are informed of family bereavement so that we can offer students sympathetic support. Absence under such circumstances will, of course, be authorised.

Religious Observance

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a pupil's parents belong.

Family/Domestic Problems

Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

Special Occasions

Exceptional occasions may be sanctioned through authorised absence. Such events might include a sibling's graduation or family wedding. Attendance at celebrations for wider family members will be considered unauthorized. Attending sports events or concerts are not sufficient cause for authorization.

Holidays

Holidays in term time are very strongly discouraged and will normally be recorded as unauthorised.

Study Leave

Study leave may be authorised during the official examination period for Years 11, 12 and 13 only. A letter is always sent to parents before study leave commences. Parents are asked to note carefully the dates on which study leave commences.

Although most pupils prefer to study at home during examination periods, there are always study facilities available in school for those who wish to work in school. Pupils must sign in and out at the office. Authorisation for absence for studying will not be given for periods outside those indicated to parents.

Study leave is a privilege which may be withdrawn if a pupil seems unlikely to use the time profitably.

Work Experience

Pupils in Years 12 and 13 are encouraged to gain work experience during the school holiday periods. In addition to this there may be a period of work experience for specific year groups scheduled on the school calendar.

SIXTH FORM

Sixth formers must attend school every day, arriving in time for morning registration and remaining in school until 3.45pm. Sixth formers are permitted to leave the school site during lunchtimes but must sign in and out at the office. Regular appointments, driving lessons etc. should be scheduled outside of school hours unless there are exceptional circumstances. Should a pupil be unable to attend school, parents/careers should notify the school in the usual way.

Open Days

Sixth Form students are expected to visit Universities and Colleges during weekends and school holidays. However, a maximum three Open Days may be attended during term time if appropriate letters requesting authorisation for absence are brought in.

Interviews

Sixth formers must, of course, attend interviews at Universities and Colleges during dates allocated by the institutions. It is essential that they keep their Form Tutors informed of these dates.

Persistent or severe absence

Where absence or a pattern of absence appears to be at risk of becoming problematic, the school will meet with the parents to discuss how to support the pupil and remove barriers to attendance where possible. This may include referrals to external services and other organisations. These actions will be regularly reviewed and stepped up if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective the school will work with the local authority to put more formal measures in place. Persistent or severe absence is always treated as a safeguarding risk.

Students with individual needs

Whilst good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some students, including those with special educational needs or disabilities, or those suffering from long term medical conditions or mental health issues. The school will allow for these circumstances when working with such pupils and their parents and will develop individualised support approaches that meet their specific needs where appropriate.

Returning to school

Sometimes a student who has been absent for some time finds it difficult to return. In such circumstances the school will work with the pupil and parents to support reintegration.

Punctuality

Pupils are expected to be punctual at all times. If a pupil is late for registration, she must register with her form tutor if possible. Otherwise, she must sign in as soon as she arrives. If she fails to do this, the school will assume she is absent. Lateness without reasonable cause will be deemed to be unauthorised absence. Lateness after 9.00am will be deemed as an absence and will require a note of explanation from a parent.

Bromley High School Registration procedures

Absence and Attendance Codes are as per the standard codes issued by DfE and used in SIMS. Registration records must show whether the pupil is:

- i. Present
- ii. Absent
- iii. Attending an approved educational activity outside school
- iv. Unable to attend through exceptional circumstances (eg: when the school site is closed)
- v. Taking authorised absence
- vi. Taking unauthorised absence
- vii. Excluded

It is important to note that at Bromley High School, sixth formers are registered as every other pupil. The school has a legal duty to inform attendance issues to the Local Authority:

- 10 continuous days of unauthorised absence
- failure to attend regularly
- when a pupil has been taken out of school to be home-tutored
- when a pupil has ceased to attend school and no longer live within a reasonable distance
- when a pupil has been certified by the medical officer to be unfit to attend
- when a pupil is in custody for a period of more than four months
- when a pupil has been permanently excluded
- following deletion from the register when the next school is not known
- when a pupil's name is removed (or added) at non-standard transition points the school must notify the local authority within five days. The grounds for removing a pupil from the register are detailed in [Children Missing in Education 2016](#)

A child going missing from education is a potential indicator of abuse or neglect therefore staff must be alert to pupil attendance and absence.

Registration Times:

	EYFS and Prep	Hawthorns	Senior School
Morning	08.35 in form rooms	08.35 in form rooms	08.35 in form rooms*
Afternoon	1.30pm in form rooms	1.30pm in form rooms	1.55 – 2.05pm in form rooms**
End of day	3.10pm in form rooms	3.30pm in form rooms	

* A pupil is to be marked late if they arrive after 08.45

** A pupil is to be marked late if they arrive after 14.00

Parental Responsibilities

- Parents are requested to seek permission from the Headmistress for any planned non-medical absence *in advance*.
- Ensure that absence through illness of more than five days is certified by a medical practitioner.
- Verify with the school that their child has permission to leave the premises early if she herself asks to be collected.

Responsibilities of Form Teachers

EYFS and Junior School	Senior School
Planned non-medical absence should be notified in advance to the Headmistress via letter or email. Planned medical, dental and orthodontist absence should be notified in advance and form teachers should forward any letter, email, or appointment card to the Junior Head and the school office. The form tutor or office must enter planned absences in SIMS with a comment stating the time of the appointment. Reported absence for illness on the day via email or telephone call should be entered on SIMS with a comment stating the reason. The form teacher should acknowledge the communication and alert the office who will populate the register with the correct code.	Planned non-medical absence should be notified in advance to the Headmistress via letter or email. Planned medical, dental and orthodontist absence should be notified in advance and form teachers should forward any letter, email, or appointment card to the Head of Year and the school office. The tutor or office must enter planned absences in SIMS with a comment stating the time of the appointment. Reported absence for illness on the day via email or telephone call should be entered on SIMS with a comment stating the reason. The form teacher should acknowledge the communication and alert attendance who will populate the register with the correct code.
Copies of absence notes, appointment cards, notes in planners etc must be passed to the office for filing on the day of receipt.	Copies of absence notes, appointment cards, notes in planners etc must be passed to the office for filing on the day of receipt.
Tutors must ensure the attendance register is complete each week by following up any missing or unexplained marks.	Tutors must ensure the attendance register is complete each week by following up any missing or unexplained marks.

Look for patterns of absence from school and lessons which could indicate other issues	Look for patterns of absence from school and lessons which could indicate other issues
Ensure that any unauthorised absence is explained by contacting parents. There must be no Ns or Missing Marks in the register.	Ensure that any unauthorised absence is explained by contacting parents. There must be no Ns or missing marks in the register.
Inform the Deputy Head (Pastoral) or Junior Head if absence of 5 days remains unsupported by a medical certificate.	Inform the Deputy Head (Pastoral) if absence of 5 days remains unsupported by a medical certificate.
Look for patterns of lateness which should be referred to the Phase Leader in the first instance.	Issue tutor detentions for lateness (3 “lates” in any one term) and look for patterns of lateness which should be referred to the HOY.

Junior School and Senior School tutors, please refer to the form tutor handbook for full details and expectations of the role.

Subject Teacher Responsibilities

- Any teacher or peripatetic staff running a pre-school club or lesson must register the pupils in their care and forward this list to the office by 9.00 on the same day.
- Staff taking pupils on school visits, fixtures or trips must forward a list of attendees to the school office. A register must be taken on the morning of the visit and any absences reported back to the office immediately.

Senior School subject teachers:

- Record class session attendance on SIMS and follow up absence by checking against SIMS or consulting absence lists.
- Record lateness to lessons and annotate the register accordingly
- Look for patterns of absence from lessons and report these to the HOY and HOD
- Work for unauthorised absence will not be set or marked and there is no expectation on teachers to offer individual catch-up sessions.

Junior School non-class teachers

- As per Supervision Policy, younger pupils are escorted to a new teacher or a handover is made with the class teacher in their room and absence is made known.
- Any teacher not receiving a handover from the previous member of staff should take a register and confirm any absences.

Administrative Staff Responsibilities

EYFS and Junior School Admin staff only	Senior School administrative staff only
Contact parents to ascertain the reason for absence on the first day of unexplained absence. <i>NB: if no contact can be made to ascertain the reason for absence the Missing Pupil Policy must be put into operation</i>	Contact parents to ascertain the reason for absence on the first day of unexplained absence. <i>NB: if no contact can be made to ascertain the reason for absence the Missing Pupil Policy must be put into operation</i>
Make a note of any phone calls reporting absence and amend on SIMS.	Make a note of any phone calls reporting absence; amend on SIMS.
Register any child arriving late on SIMS	Register any child arriving late on SIMS

Check the Junior School signing out book is completed by parents on early collection	Verify that Senior School girls signing out early have parental authorisation to do so.
In the JS, the walking home unaccompanied register is signed by the pupil on leaving and admin staff check they have the correct parental authorisation.	Ensure that no girl leaves the school without signing out via reception using the InVentry system. If the appointment is unauthorised, parents must be telephoned to authorise absence before the girl leaves the premises.
Take fire registers to the mustering point in the event of a fire alarm sounding.	Take fire registers to the mustering point in the event of a fire alarm sounding.
Produce a back-up report each month and retain for 3 years in accordance with ISI expectations.	Produce a back-up report each month and retain for 3 years in accordance with ISI expectations.
Produce a weekly cumulative attendance report for the Deputy Head (Pastoral) Junior School.	Produce a weekly cumulative attendance report for the Deputy Head Pastoral.
Amendments to the register must show the original and amended entries, the reason for amendment and the name of the person making the amendment.	Amendments to the register must show the original and amended entries, the reason for amendment and the name of the person making the amendment.

Pupil Responsibilities

EYFS and Junior School pupils	Senior School pupils
Pupils arriving late to school should report to reception to sign in.	Pupils arriving late to school should report to reception to sign in and proceed to form period or their lesson if after 9.00am.
Ensure that form tutors are informed in advance of all planned absences, although this is usually via parents in the Junior School.	Ensure that form tutors are informed in advance of all planned absences.
Junior school pupils must go to the school office and meet their parent/s/carer who will sign them out at the school office.	Ensure that they sign via the school office if leaving for a planned absence and inform a member of the office staff before they leave who will check that the absence has been authorised. Girls must not sign themselves out if they are ill or telephone home to request collection without authorisation from the school nurse or a member of the SLT.

Registration and Fire Evacuation Procedures (Please refer to the Emergency Evacuation Procedures) In the event of the fire bell sounding, administrative staff should bring form lists for HOYs and Phase Leaders to disseminate to the form tutors to register their form. An absence list for each form is then generated which is checked against the late book, signing out book and absence report from SIMS. Any unexplained absences from the mustering point must be checked by the Form Tutor