

Attendance Registration and School Roll Procedure



1. Introduction

- 1.1 The School maintains registers in accordance with the Education (Pupil Registration) (England) Regulations 2006, as amended, Education (Independent School Standards) (England) Regulations (2014), National Minimum Standards for Boarding and Independent School Standards 2022.
Every school is required by law to maintain two separate registers: an Attendance Register and an Admissions register, known as the School Roll.
- 1.2 The Deputy Head (Pupils) has lead responsibility for overseeing pupil attendance and will provide attendance data and information to the relevant Local Authority and governing Council, where appropriate.

2. Attendance Registration

- 2.1 In line with the regulatory requirements, the Attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils up to and including UV.
- 2.2 Teachers are asked to register all academic lessons through iSAMS.
- 2.3 Boarding pupils are covered by the Boarding Standards: Standard 20.5 places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts).
- 2.4

Day	Morning	Afternoon	Evening	Bedtime
Monday to Friday	Boarders and Day Boarders - All Years 8:20am Registration at start of Morning with Tutor and at all lessons through the day.	Boarders and Day Boarders – All years Pupils are registered in their first afternoon lesson by their teacher and all subsequent lessons	Boarders – All Years Registration in House	Boarders – All Years Registered in House
Saturday	Day Boarders - All Years Pupils should register in the School office before their first lesson and in all subsequent lessons. Any pupils	-	-	-

	who do not have a lesson on Saturday period 1 should register at the School office when they arrive in School.			
	Boarders – All Years Registration in House and all lessons during the day.	-	Boarders – All Years In House at 5:00pm	Boarders – All Years Registered in House
Sunday	Boarders – All Years Registration in House between 8:30am and 10:30am	-	Boarders – UIII In House at 6:00pm Boarders – UIV to UVI In House at 5:00pm	Boarders – All Years Registered in House

Housemistresses maintain records of pupils' planned activities for each weekend and of parental permission for Exeats or visits. Registration occurs at clearly publicised times in each House at weekends, and always at bedtime.

Attendance data is stored in our electronic database and backed up every day. Data is retained for a period of three years.

3. Absence

Pupils are expected to attend all academic lessons and extras unless there are particular reasons for their absence e.g. illness. Where a pupil absence is known and has been agreed (including illness, approved school events etc.) this information is available on iSAMS. Where a pupil is absent from a lesson without explanation the member of staff should report to the School Office.

4. Weekends and Exeats

The School expects pupils to live with their parents or guardians when they are away from School during term time and for Short Leaves and Long Leaves. Parents or guardians are asked to give written authority to a pupil's Housemistress before they leave the School to stay with another family.

Before Leaves boarders are expected to remain at School until the time stated in the School Diary and return by the times stated in the School Diary, unless prior arrangements have been made with their Housemistress.

Parents of pupils wishing to take weekend leave must make arrangements with their Housemistress and complete the "Weekend form" by the Wednesday evening preceding the planned. Parents are asked to provide details of where pupils are staying, time of departure and travel arrangements. Pupils are expected to stay with their parents or an appropriate adult (in normal circumstances over the age of 25) when away from School. Where a Pupil is not staying with their parent, legal guardian or education guardian the School will require confirmation of the arrangements.

Pupils in Clarence are not required to observe all of the closed weekends and may take an overnight exeat on any weekend, except for the first weekend of the Autumn Term.

Suitable arrangements must be made for travel at the end of term and for Leaves for all pupils and this information should be sent to the relevant Housemistress as far in advance as possible.

5. Request for Exceptional Absence

Requests for exceptional absence must be made in writing to the Housemistress and should be sent at least **two weeks in advance** wherever possible. These will normally be referred to the Deputy Head (Pupils) or to the Headmistress for authorisation. Term dates for parents are published sufficiently far in advance in order that holidays can be arranged without disrupting their child's education. The School therefore expect pupils to arrive punctually on the first day of term and not to leave School before the end of term. It is the School's policy not to allow holiday to be taken during term unless there are exceptional circumstances.

6. Short exeats/Town Permission

With the exception of pupils in UVI, pupils are not allowed to leave the site without their Housemistress's permission. Permission for trips into High Wycombe may be given by Housemistresses. See Supervision of Pupils Policy for details. Otherwise, pupils are not allowed to leave the site unless accompanied by a member of staff, for a trip, visit or a sporting fixture, the dates of which will have been notified to parents in advance.

All pupils should sign out whenever they leave the site and sign in on return. This is to ensure we always know where pupils are while they are in our care. See Supervision of Pupils Policy for Signing In and Out of School arrangements.

7. Remote Learning

- 7.1 The School believe that learning on site and in person is preferable for pupil's academic and social development.
- 7.2 Where circumstances are such that a pupil is unable to attend School in person, but they are able to learn remotely (e.g. a physical or mental health concern), the provision will be discussed with appropriate members of ELT.
- 7.3 Remote learning should only be provided as a temporary measure.
- 7.4 Pupils receiving remote education should still be marked as absent in the attendance register.

8. Child Student Visa Pupils

- 8.1 Pupils who attend Wycombe Abbey under a Child Student Visa must inform the School of travel details (including details of their transport arrangements from the airport to School) and accommodation plans for all Short/Long Leaves and end of terms as well as the details of any additional time away from School e.g. Weekend Leaves. This information will be recorded centrally. Pupils, parents and pastoral teams are reminded of this procedure at regular intervals.
- 8.2 From 1 January 2021, EU pupils who join the School who do not have settled/pre-settled status are required to follow additional rules regarding attendance, travel and Exeats. From July 2021 all EU pupils who do not have settled/pre-settled status (including those who joined the School prior to January 2021) are required to comply with new government regulations. The School will communicate the requirements to pupils and parents as appropriate.

9. If a Pupil is believed to be missing

A clear set of procedures exists which should be followed if a pupil is believed to be missing see Missing Pupils Procedure. During normal working hours this should be reported in the first instance to the School Office and they will keep a record of all actions taken. Out of office hours, the duty member of

Senior Staff should be informed as soon as possible. The duty member of senior staff will keep a record of all actions taken or delegate this to another responsible adult, e.g. a member of House staff.

10. School Roll (Admissions Register)

10.1 The School follows the duty and guidance outlined in the DfE Children Missing Education (2016) and Keeping Children Safe in Education (September 2023).

10.2 The School keeps a record of admission for each pupil. The following information is held:

- Full name
- Sex (This refers to the sex at birth unless the pupil has obtained a gender recognition certificate – these are not available for people under the age of 18 in the UK)
- Name and address of every person known to be the parent, along with an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by section 3 Children Act 1989.
- All changes of address with relevant dates
- Emergency telephone contact information for at least two people (one of which must be the parent that they normally live with)
- Date of birth (DD/MM/YYYY)
- Admission date or re-admission (DD/MM/YYYY)
- Boarder or Day Boarder
- Name and address of school last attended
- Name and address of new school, with first attendance date, where pupils leave before year UVI

10.3 The School has a duty to inform the Buckinghamshire Local Authority when a pupil is removed or added to the admissions register at any time, other than joining at the start of the academic year joining in UIII. Pupils leaving prior to the end of UVI will also be advised to the Local Authority.

In certain circumstances the School may feel it appropriate to advise the Local Authority where the child is normally resident.

Member of staff

Deputy Head (Pupils)

Reviewed

August 2023

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Related Policies

Supervision of Pupils Policy

Exeats Policy

Missing Pupils Procedure

Safeguarding and Child Protection Policy