



# Registration and Attendance Policy

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## 1. Introduction

### 1.1 The School maintains registers in accordance with the Education (Pupil Registration) (England) Regulations 2006, as amended.

Every school is required by law to maintain two separate registers: an Admissions register, known as the School Roll, and an Attendance register.

## 2. Attendance Registration

### 2.1 Pupils are expected to attend all academic lessons and extras unless there are particular reasons for their absence e.g. illness. The relevant member of staff should follow up absences appropriately.

- 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.
- All absence during the normal school day must be entered on the School Information Management System (iSAMS) by House staff or the School Office, given the appropriate supporting paperwork. Attendance data is stored in our electronic database, which, according to best practice, is backed up every day.
- 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 during term-time, when they are in the School's care.

### 2.2 The boarding houses are the centre of the pupils' lives at Wycombe Abbey. A Housemistress and a team consisting of Assistant Housemistress, Pastoral Assistant and tutors, care for all pupils.

- Boarding pupils are covered by the Boarding Standards: National Minimum Standards. Standard 15 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), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.
- The School expects pupils to live with their parents or guardians when they are away from school on Exeats during term time, Short Leaves and Long Leaves. We ask parents or guardians to give written authority to a girl's Housemistress before she leaves 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.
- We ask parents/guardians to contact the school if a girl is taken ill during an Exeat if this will delay her return or if she will be late returning for any other reason. The School will always endeavour to contact parents if a pupil is late in returning from an Exeat without explanation.
- Suitable arrangements must be made for travel at the end of term and for Leaves.

### 2.3 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 Exeats' 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.

2.4 Requests for exceptional absence must be made in writing to the Housemistress and should be sent at least two weeks in advance wherever possible. The School always sends parents the term dates over a year in advance in order that they can arrange their holidays and book flights without disrupting their daughter's education. The School therefore expects pupils to arrive punctually on the first day of term and not to leave School before the end of term. It is School policy not to allow holiday to be taken during term unless there are exceptional circumstances.

2.5 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.

2.6 Pupils who attend Wycombe Abbey under a Tier 4 visa are expected to inform the School of travel details and accommodation plans for all Short/Long Leaves and end of terms as well 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.

### 3. Day Boarders

We encourage Day Boarders to play as full a part in the boarding life of the School as possible; to this end they are welcome to arrive in school from 7.30am and are expected to remain in School for supper on at least two evenings every week. They attend School on a Saturday morning and are very welcome to attend Chapel with their families on Sunday if they wish. Full details of the expectations of Day Boarders are sent to them before joining the School. If a Day Boarder is unwell her parents should inform the School by 8.15am. The School will always telephone the home on the first day of an unexplained absence.

### 4. If a girl is believed to be missing

A clear set of procedures exists which should be followed if a girl 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, a member of ELT should be informed as soon as possible.

### 5. School Roll (Admissions Register)

5.1 The School follows the duty and guidance outlined in the DfE Children Missing Education (2016).

5.2 The school keeps a record of admission for each pupil. The following information is held:

- Full name
- Gender
- 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
- Date of birth
- Admission date or re-admission
- 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

5.3 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)
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